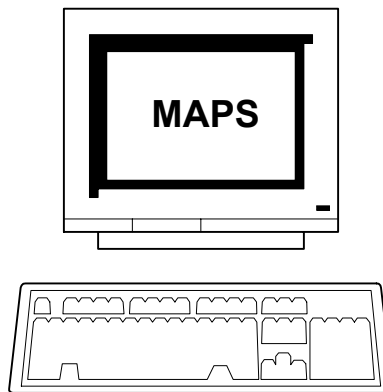


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# **MATERIAL ACQUISITION PROCESSING SYSTEM (MAPS) REQUISITIONER'S USER'S MANUAL**



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## **PREPARED FOR:**

**System Support Office (Functional)  
USAG, SELFM-SSO, Bldg. 286**

**NOVEMBER 1997**

**Version 2.2**

## **PREPARED BY:**

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## USING THIS MANUAL

The Material Acquisition Processing System (MAPS) Requisitioner User's Manual is one of several MAPS user manuals, each tailored for a specific type of user. When you were enrolled in MAPS, the system administrator designated you as a requisitioner, granting you the privileges needed to complete a purchase. This manual guides you through the necessary procedures.

The MAPS Requisitioner User's Manual is divided into several sections, as follows:

- **Section 1 - The Introduction.** This section includes an overview of MAPS, as well as general information on the requisitioning process and guidelines on MAPS usage, such as function key, screen and field information.
- **Section 2 - Logon Procedures.** This section outlines the steps necessary for gaining access to MAPS.
- **Section 3 - MAPS Main Menu.** This menu presents the primary MAPS options available.
- **Section 4 - User Activities.** This section provides the instructions for requisitioning an item using the 2765-1, 1348-6, and the Credit Card Purchase Request forms, as well as information on checking a requisition's status throughout the process.
- **Section 5 - Optional Screens.** This section contains optional screens used during completion of the 2765-1, 1348-6, and the Credit Card Purchase Request.
- **Section 6 - Special Functions.** This section enables you to perform special functions, such as reviewing the reason that a requisition has been placed on hold or rejected.
- **Section 7 - Common Functions.** This section enables you to quickly search for and view any requisition that has been submitted for processing. None of the information may be modified.
- **Section 8 - MAPS Code Descriptions.** This section lists the variety of codes MAPS uses to indicate information regarding a requisition. These codes include processing point codes, which indicate the location of a requisition; concurrence processing points codes; and MAPS status codes.
- **Appendix A - Glossary.** This section lists the key terms used within the manual.



**NOTE: If you have any questions during an MAPS session, please call the MAPS hotline, 532-3679.**

## **SECTION 1 - INTRODUCTION**

### **1.1 MAPS OVERVIEW**

The Material Acquisition Processing System (MAPS) provides a mechanism to reduce the administrative time required to generate and monitor a request for material. To navigate you through the requisitioning procedures, MAPS is designed as a menu-driven system. Additionally, MAPS is equipped with help messages and pop-up selection windows for assistance in correctly filling in the necessary data, and an electronic signature feature for approvals at processing points.

MAPS offers numerous capabilities for varied users to facilitate the process from requisition initiation to approval. Additionally, MAPS maintains a history file of each point through which the requisition passes. Although MAPS includes numerous functions, the specific user activity environment/policies dictate whether all or some of the functions are utilized and the privileges assigned to each user are determined by the system administrator during enrollment.

### **1.2 REQUISITIONER OVERVIEW**

The requisitioning process for a requisitioner can be divided into two general areas:

- Initiating orders for three different types of purchases: standard items, nonstandard items or credit card purchases.
- Routing, approval and archival of orders.

#### **1.2.1 Initiating an Order**

Requests for purchases begin with an input screen that conforms to the DA2765-1 Standard Requisition form, the DD1348-6 Nonstandard Requisition form, or the Credit Card Purchase Request form. The 2765-1 is limited to those items identified by a standard National Stock Number (NSN), which consists of 13 numeric digits. These items are centrally cataloged with stock available from the DOD depot system. If you need to order an item not identified by an NSN, use the 1348-6. To initiate a credit card requisition, use the Credit Card Purchase Request form.

## **INTRODUCTION**

Use of any of the requisition forms is unlimited for orders and justification forms are included for each order initiated. You determine the vendor and pricing, and although pop-up help windows are available, you must be prepared with required information when initiating a requisition, including the following:

- **Hand Receipt Holder** - When using the 2765-1 or the 1348-6, if you are established during enrollment as having more than one hand receipt holder, a listing of your valid hand receipt holders displays, prompting you to make a selection.
- **Credit Card Holder** - When using the Credit Card Purchase Request form, if you are enrolled as having more than one credit card holder, a listing of your valid card holders displays, prompting you to make a selection.
- **Cost Center ID** - A five-position alphanumeric code identifying the funding source for requisitions. Under each DOD Activity Address Code (DODAAC) there may be several cost center IDs. These financial codes dictate what money may be used by the activity. As with hand receipt holders, if you are set during the enrollment process to order for more than one cost center, a listing of your valid cost center codes displays, prompting you for a selection.
- **Job Order Account Number (JOAN)** - A six-position alphanumeric code identifying the funding source for a requisition. Within a cost center there may be multiple JOANs. For the 2765-1 and the 1348-6, you enter the JOAN in the **Supplementary Address** field.

The 2765-1 and 1348-6 forms can only handle single line item requisitioning, or multiple items cataloged as one. However, the Credit Card Purchase Request form handles multiple line items from one source. When any of the requisition forms is submitted (sent to the next processing point after the requisition is initiated), MAPS assigns a document number (which by default is a document number for expendable items) to the requisition. The document number is composed of the default service prefix, the DODAAC, the document submit Julian date, and the document serial number.



**NOTE: Since requisitions are types of documents, MAPS screens, messages, etc., frequently contain the term “document” when referring to a requisition.**

## **1.2.2 Routing, Approval, and Archival of Requisitions**

### ***1.2.2.1 Standard and Nonstandard Items***

The routing of each MAPS 2765-1/1348-6 requisition begins with the Requesting Activity, moves through several approval points, then moves to Concurrence, Supply Management, and Equipment Management for approvals. Next, orders are sent to the Army Material Command Installation Supply System (AMCISS) for processing and eventual closeout. When orders are completed through



AMCISS, you then archive them through the Submitted Queue. (See Figure 1-1 for detail on the routing path of requisitions.) A description of each of these areas follows:

- **Requesting Activity** - As requisitioner, you are part of the Requesting Activity. You initiate the requisition and are the only user who may cancel a requisition you initiated. Additionally, the hand receipt holder, budget analyst, and equipment coordinator for your activity are required to provide approvals of your requisition. Director approval is required for high priority requisitions.
- **Concurrence** - Concurrences are the checkpoints (occurring simultaneously) during the requisition review process that follow the necessary requesting activity approvals. MAPS has a variety of concurrences available (for example, Safety and Security) and requisitions are routed to concurrence points based on the short description keyword, an up to 10-character generic description of the item.
- **Supply Management** - All requisitions are routed here and assigned a catalog number.
- **Equipment Management** - Equipment managers provide their final approval, verifying authorization and requisition data before the requisition is sent to AMCISS.
- **AMCISS** - AMCISS is the supply system; therefore, stock numbers, etc., in MAPS must correspond to AMCISS, which receives requisition data from MAPS and sends requisition and status data back to MAPS. AMCISS performs final edit checks on requisitions and requests valid stock numbers for requisitioned items. Once the requisition is completed in AMCISS, you, as the requisitioner, may then move the requisition to the MAPS archive (through your Submitted Queue).

## INTRODUCTION

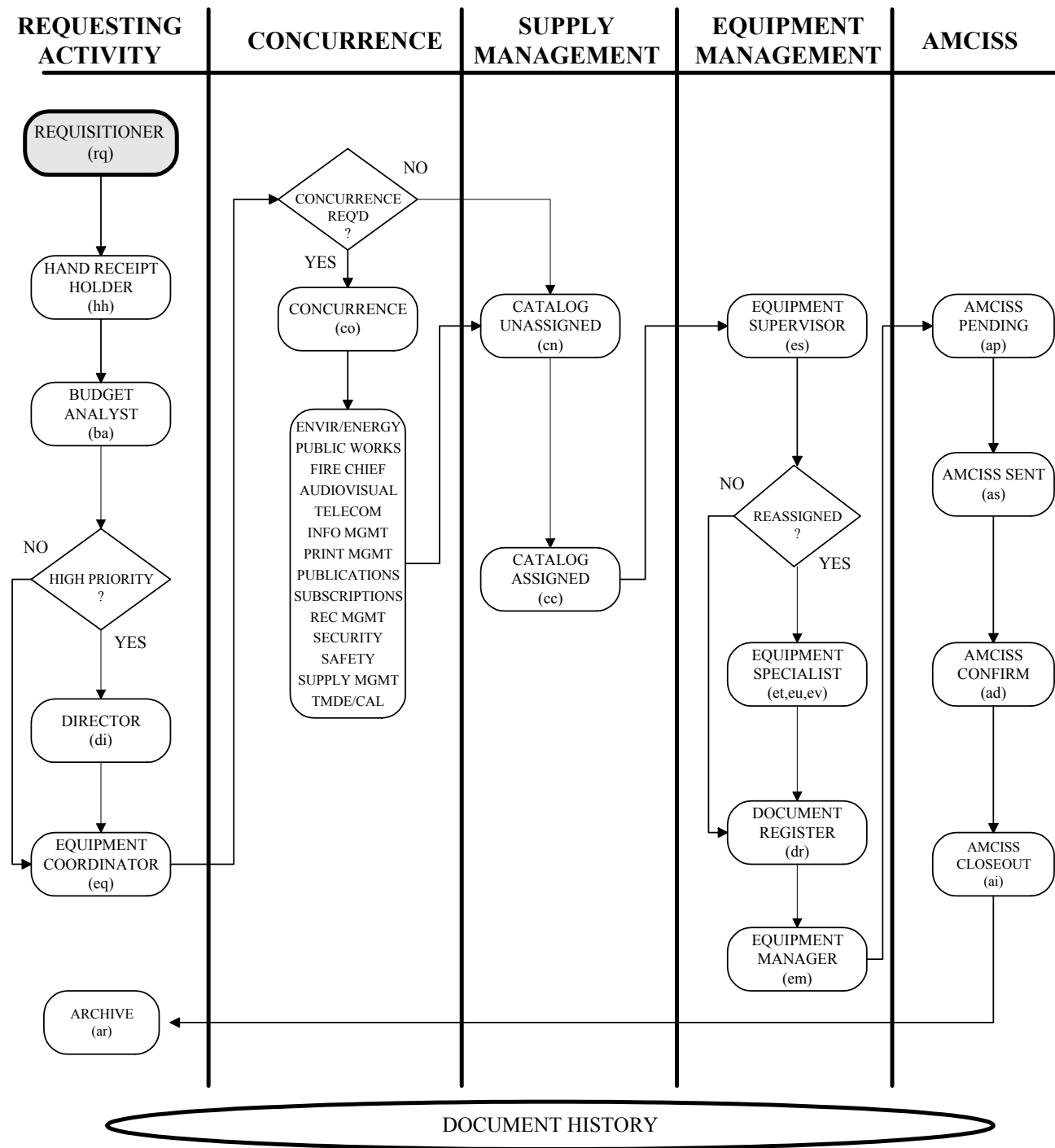


Figure 1-1. 2765-1 and 1348-6 Requisition Flow

### ***1.2.2.2 Credit Card Items***

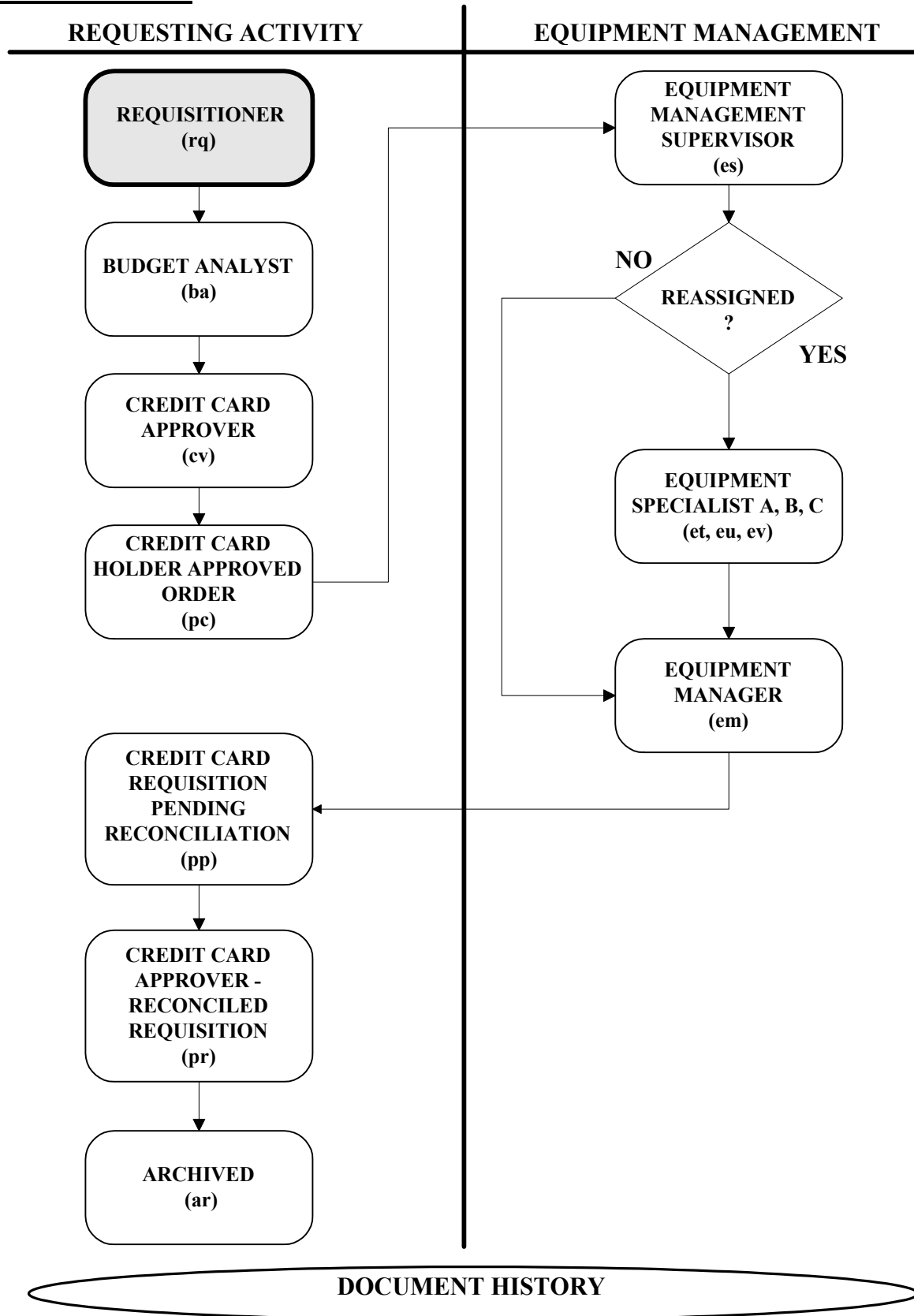
The routing of each MAPS credit card requisition begins with the Requesting Activity and includes a review by Equipment Management. (See Figure 1-2 on the following page for detail on the routing path of credit card requisitions.) A description of each of these areas follows:

- **Requesting Activity** - As requisitioner, you are part of the Requesting Activity. You initiate the requisition and are the only user who may cancel a requisition you initiated. The budget analyst and credit card approver are required to provide approvals of your requisition. Once the order is approved, your credit card holder may then purchase the item and post the receipt date when the item is received. Next, the requisition is reviewed by Equipment Management, then reconciled by the credit card holder. As the final procedure, the credit card approver reviews and archives the requisition.
- **Equipment Management** - Equipment managers give requisitions their final review, verifying authorization and requisition data.

## **1.3 GUIDELINES FOR MAPS USAGE**

To use MAPS efficiently you need to understand the various function keys and screens available, the types of fields included within the screens, and the methods of selecting information within lists. (This information is explained in the following sections.) **Additionally, throughout your session, check the bottom of the screen for various user and system messages.** For example, when MAPS is processing, a message particular to the process (for example, “Initializing session.....”) will appear on the screen. Please do not press any keys during this time, unless as instructed.

## **INTRODUCTION**



**Figure 1-2. Credit Card Requisition Flow**

### **1.3.1 MAPS Keys**

MAPS contains various keys and key combinations for a number of uses. The function keys available involve a two-key command sequence (for example, F1-1 means press and release PF1, then **1**). If you are using a dummy terminal, press PF1 instead of **1**.

Function keys are defined differently depending on where you are in the system. For example, pressing **2** while you are initiating a requisition enables you to save, send or copy/send a requisition; whereas, using **2** in the Submitted Queue allows you to archive a requisition that has been completed in AMCISS. (This manual explains the varying capabilities of the function keys within the applicable sections.)

## **INTRODUCTION**

The following keys are available in any pull-down menu:

<b>KEY</b>	<b>FUNCTION PERFORMED</b>
↔	(Return or Enter) Enables you to execute the highlighted option.
♥	Moves the cursor up/down in a list of selections.
≤	Moves the cursor up in a list of selections.
'	Moves the cursor down in a list of selections.
/	Moves the cursor to the next option.
∞	Moves the cursor to the previous option.
	You can place the cursor on a selection by typing the first letter of an option or if more than one word begins with the same letter, typing the second letter, etc.

The following keys can be used in most MAPS screens. Some of the functions require a two-key sequence. For example, ♣β means hold down the ♣ key while pressing β and °Δ means press and release °, then press and release Δ.

<b>KEY</b>	<b>FUNCTION PERFORMED</b>
↵	Moves the cursor one space to the left in the current data field and deletes data in modifiable fields.
♣β	Moves the cursor to the previous field.
♣Λ	Moves the cursor three characters to the left to view more characters on a line in a shiftable field.
♣ρ	Moves the cursor three characters to the right to view more characters on a line in a shiftable field.
↔	Moves the cursor to the next field.
°Δ	Scrolls the screen towards the beginning selections if there is more than one screen of choices in a list.
°E	Clears all data in the current field if modifiable.
°ρ	Refreshes the screen.

<b>KEY</b>	<b>FUNCTION PERFORMED</b>
°Y	Scrolls the screen towards the ending selections if there is more than one screen of choices in a list.
°Z	Enables you to “zoom” in on a screen area in which there is a list or multiple lines for entering information. (♣T or ♣E returns the screen to normal.)
⊇	Moves the cursor one space to the right in the current data field and deletes data in modifiable fields. Also, clears error messages presented.
♥	Moves the cursor to the next field.
/	Moves the cursor one space to the right in the current data field without deleting data.
∞	Moves the cursor one space to the left in the current data field without deleting data.

### 1.3.2 Screens

- **Data Entry** screens - You enter data at these screens. Standard information is pre-filled and automatically displays. Data fields with underscores and uppercase field names may be modified.
- **Inquiry** screens - The data on these screens is non-modifiable and for review purposes only.
- **Multi-Purpose** screens - These screens are used for entering, viewing and updating information.
- **Queue** screens - These screens contain a list of requisitions for a variety of purposes, primarily review and approval. Requisitions are listed according to their priority and the oldest Julian date, with credit card requisitions (which do not have a priority code) listed first. Requisitions listed in queue screens may be marked for batch processing.



**NOTE:** When a screen contains additional off-screen information, “vvvvvvvvvvvvvv” displays at the bottom of the screen, indicating that more information follows. Press ‘

or °V to continue down the list.

### 1.3.3 Fields

## **INTRODUCTION**

- **Optional/Required** - Some fields are optional and may be bypassed without entry of data; other fields require entry and allow you to move to the next field only when valid information is entered. Please note the following rules for fields on requisition forms:
  - If a field has a lowercase title and no underscore, then it is non-modifiable.
  - If a field has a highlighted, lowercase title with an underscore, then you are able to enter data, but you are not required to do so.
  - If a field has a highlighted, uppercase title with an underscore, you are required to enter data.
- **Length** - A field's length is denoted by the length of the underscore.
- **Type** - Most fields are alphanumeric, containing both letters and numbers. However, some fields, such as phone numbers and dates, allow only numeric input. Additionally, dates are in mm/dd/yy format (e.g., for January 1, 1997, you must enter 01/01/97 or you will get an error message).

### **1.3.4 Methods of Selecting Information within Menus and Lists**

There are two ways to make a selection within a menu and/or list:

- Highlight a menu selection using any of the following keys:  $\leq$ , ', /,  $\infty$ , or ♥, then press  $\leftrightarrow$ , or
- Begin typing the characters of your menu selection. MAPS will automatically make the selection based on your input.



## SECTION 2 - LOGON PROCEDURES

MAPS is available between 7:00 am and 5:00 pm, Monday through Friday. You may log onto MAPS using either a standalone PC/terminal and a modem with any data communications software package, or from a PC attached to a LAN that is connected to the CECOM MAN. (Contact your network manager for any problems related to the LAN.)

### 2.1 FROM A STANDALONE PC/TERMINAL USING A MODEM

- At the **class desired** prompt, type **MAPΣ**, then press **↔**.
- At the **login** prompt, type your MAPS login ID, then press **↔**.
- At the **password** prompt, type your MAPS password, then press **↔**.

### 2.2 FROM A PC ATTACHED TO A LAN

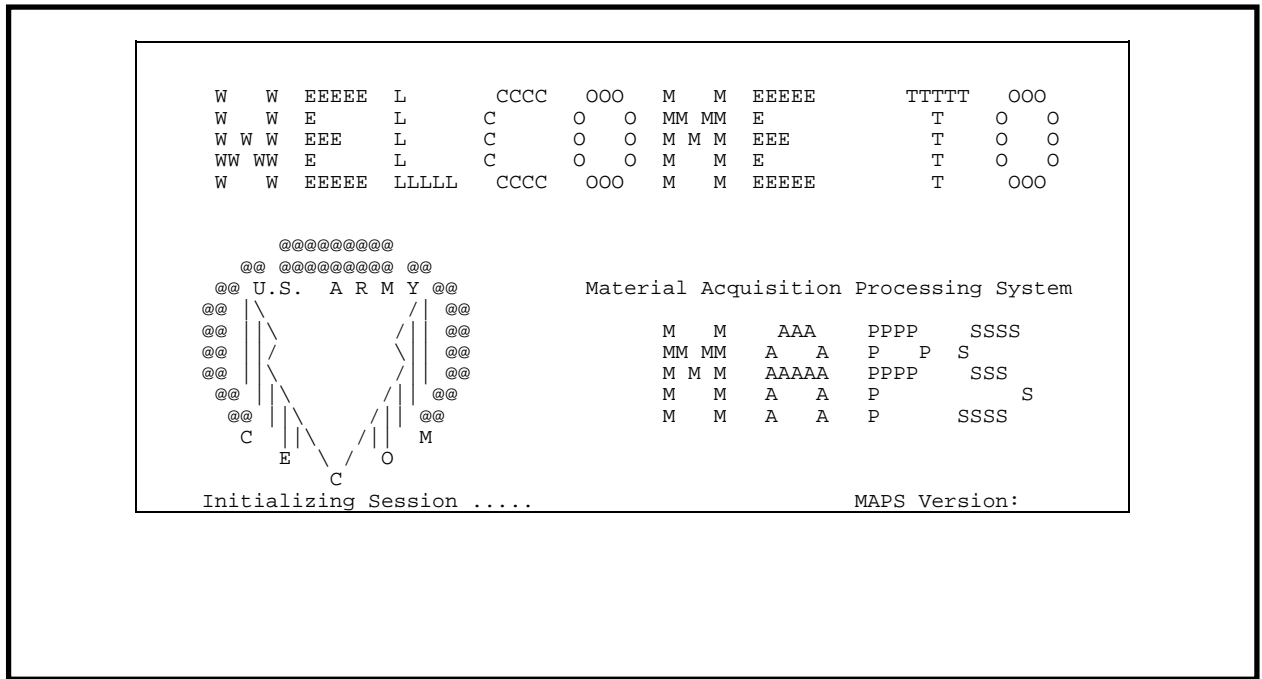
- In Windows, double click the MAPS icon.
- At the **login** prompt, type your MAPS login ID, then press **↔**.
- At the **password** prompt, type your MAPS password, then press **↔**.

After successfully logging on, the system displays the MAPS Logo screen (illustrated on the following page) and initializes your session. This process takes between 10 and 20 seconds.



**NOTE: DO NOT PRESS ANY KEYS DURING THE INITIALIZATION PROCESS.**

## LOGON PROCEDURES



After your session is initialized, the MAPS Main menu appears (see Section 3).



**NOTE: PLEASE REMEMBER TO LOG OFF WHEN NOT USING THE SYSTEM.**

## SECTION 3 - MAPS MAIN MENU

After you log on and the MAPS Logo screen displays, the following menu appears, with options for exiting, user activities and common functions:

WELCOME TO INITIAL MENU		
EXIT	User Activities	Common Functions

- To list your User Activities, such as Requisitioner Functions, highlight **User Activities** using the ∞, /or ♥ key. (See Section 4, User Activities.)
- To list common activities, such as MAPS Look-up, highlight **Common Functions** using the ∞, /or ♥ key. (See Section 7, Common Functions.)
- To end your session, highlight **EXIT**, then press ←→.



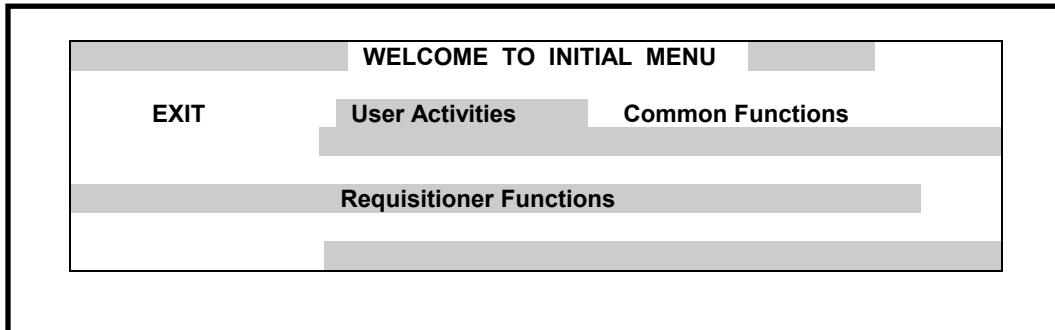
**NOTE: If there is a problem with your account, an error message will display and your User Activities window may be empty. Call the MAPS hotline at 532-3679 to have the problem corrected.**

As a requisitioner, you can perform a number of functions. In addition to initiating a requisition, you can follow the path of each requisition created and modify information, as required. The following subsections navigate you through these processes by displaying the screens, field definitions, and function keys, respectively, for each user activity.



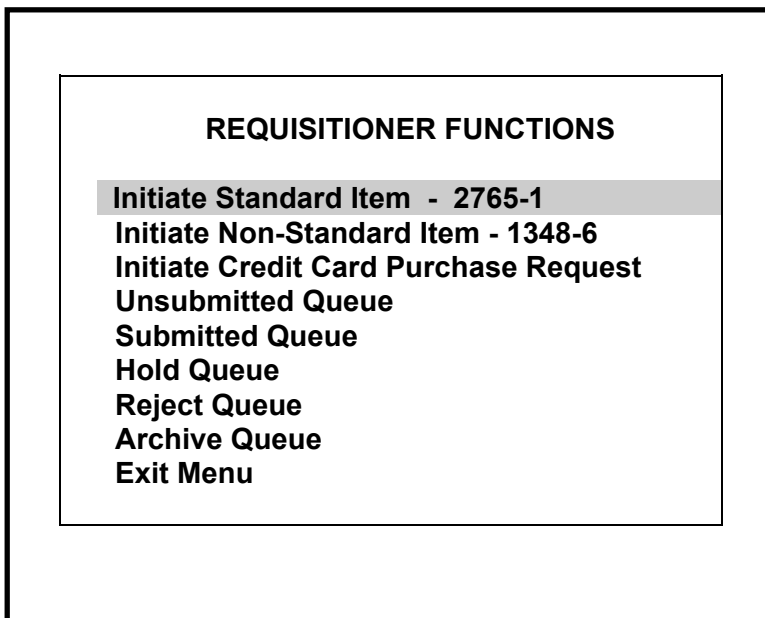
## SECTION 4 - USER ACTIVITIES

- From the Main menu, highlight **User Activities**; the menu changes as follows:



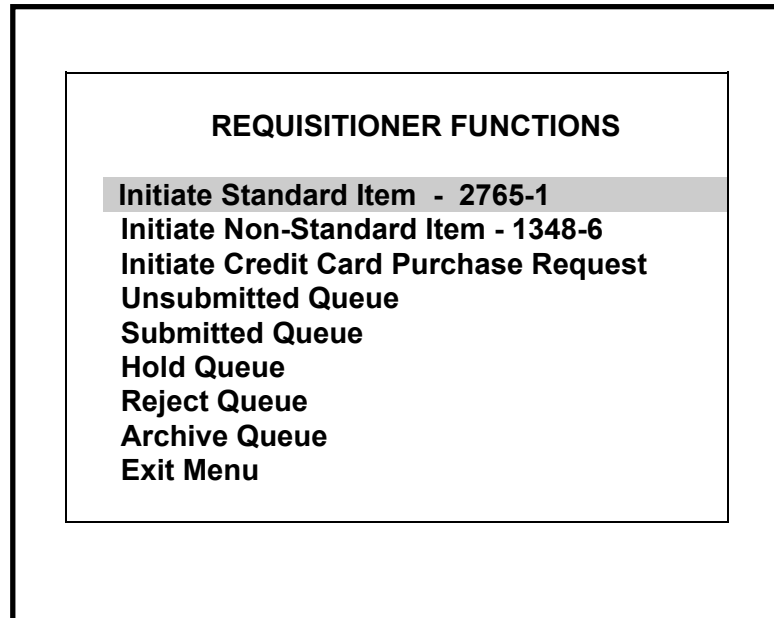
**NOTE: If you are enrolled with additional privileges, these functions will be included in the User Activities list.**

- Highlight **Requisitioner Functions** to access a list of requisitioner activities to perform, then press  $\leftarrow \rightarrow$ . You can now choose among the following selections within the Requisitioner Functions menu:



- ® Section 4.1
- ® Section 4.2
- ® Section 4.3
- ® Section 4.4
- ® Section 4.5
- ® Section 4.6
- ® Section 4.7
- ® Section 4.8

## **4.1 INITIATE STANDARD ITEM - 2765-1**

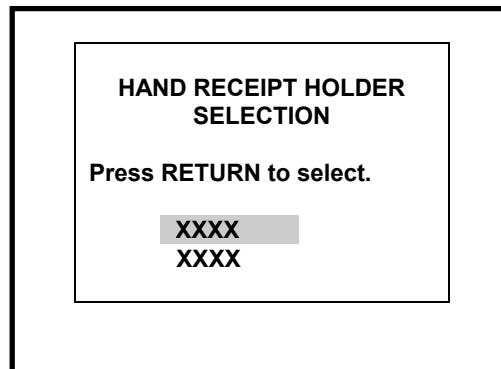


**REQUISITIONER FUNCTIONS**

- Initiate Standard Item - 2765-1**
- Initiate Non-Standard Item - 1348-6
- Initiate Credit Card Purchase Request
- Unsubmitted Queue
- Submitted Queue
- Hold Queue
- Reject Queue
- Archive Queue
- Exit Menu

- To create a requisition for a standard item purchase, highlight **Initiate Standard Item - 2765-1** from the Requisitioner Functions menu, then press **↔**.

If you have more than one hand receipt holder, the following option box appears:



**HAND RECEIPT HOLDER  
SELECTION**

**Press RETURN to select.**

**XXXX**  
**XXXX**

- Highlight the desired hand receipt holder, then press **↔**.

Once you choose your hand receipt holder, if you have more than one cost center, a similar window, the Cost Center Selection box, displays, prompting you to select a cost center.

- Highlight the desired cost center, then press **↔**.

## USER ACTIVITIES - INITIATE STANDARD ITEM - 2765-1

The following DA Form 2765-1 will appear:

DA FORM 2765-1																			
F1-1 HELP				F1-2 DOCUMENT				F1-3 OPTIONAL				F1-4 CATALOG				F1-0 EXIT			
send to: Supply Services								from: Morris, Chris .											
Division, DOL, Bldg. 430								(732) 555-2929 XXXX XXXXX											
								doc ident Z0	rte ident B54	m&s	STOCK NUMBER				UNIT OF ISSUE —	QUANTITY —			
document number				DEMAND R				SUPPL ADDRESS				SIG A	COST DETAIL ACCOUNT NUMBER XXXXXXXX.XXX.XXXX						
FUND —	distr D10	project —		PRI 11	reqd del date / /				expend non-expend				unit price \$0.00		total price \$0.00				
advice 67 68 69 70 71 72 73 74 75 76 77 78 79 80 item desc:																			
H A																			
APPROPRIATION CODE XXXXXX																			

Enter 13 digit NSN or press F1 4 to perform a catalog lookup.



**NOTE:** Remember to check the status line at the bottom of the screen, since the messages will vary depending on which field you are on.

### 4.1.1 Using the 2765-1 Form

The fields on the form and help keys available are indicated on the following pages. See **Section 4.1.2** for an explanation of the function keys available for the 2765-1.

## **USER ACTIVITIES - INITIATE STANDARD ITEM - 2765-1**

- Enter information at the fields with underscores; the remaining fields are non-modifiable.

<b>FIELD</b>	<b>DESCRIPTION</b>	<b>HELP</b>
send to:	The DOL Division to receive the requisitioned item.	
from:	Your name, phone number, hand receipt holder number and cost center.	
doc ident	System-generated, unique document identifier. (Default; non-modifiable)	
rte ident	Code used to identify the installation using MAPS (Default; non-modifiable)	
m&s	Media and Status Code, assigned by Cataloging after the requisition is submitted. (Non-modifiable)	
STOCK NUMBER	The National Stock Number (NSN) used to identify the item. <b>(Required)</b>	4 for catalog lookup; or, as a shortcut, press 7 for item description lookup or 8 for stock number lookup
UNIT OF ISSUE	Code indicating the smallest unit of an item that can be requisitioned (e.g., “EA” for each). If the item is cataloged, this field is non-modifiable. <b>(Required)</b>	1
QUANTITY	Total number of the item to be ordered. <b>(Required)</b>	
document number	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number. MAPS-assigned when the requisition is submitted. (Non-modifiable)	
DEMAND	Code indicating the demand for the item (e.g., the default “R” represents recurring demand.) (Default; modifiable)	1



<b>FIELD</b>	<b>DESCRIPTION</b>	<b>HELP</b>
SUPPL ADDRESS	Supplementary Address, which is the Job Order Account Number (JOAN). <b>(Required)</b>	
SIG	Signal code used to identify who gets billed for the item and where the item will be shipped. (Default; modifiable)	1
COST DETAIL ACCOUNT NUMBER	Account number identifying the funding source. (Default; modifiable) <b>(Required)</b>	
FUND	Code used to identify the fund appropriation. <b>(Required)</b>	1
distr	Distribution code identifying the distribution point for the requisitioned item. (Default; non-modifiable)	
project	Project code identifying a specific project an item is requisitioned for.	
PRI	Priority code for the item (01 through 15, with 01 being the most important). If you revise the priority to be a number less than the default of 11, then the Priority Certification screen appears (see Section 5.9 for information on this screen). (Default; modifiable) <b>(Required)</b>	1
reqd del date	Required delivery date for the item.	
expend non-expend	(Expendable/non-expendable) MAPS places an “X” next to one of these fields depending on whether the item is cataloged as expendable or non-expendable. (Non-modifiable)	
unit price    total price	The <b>unit price</b> is the price per unit of an item; the <b>total price</b> is calculated as <b>unit price</b> times the <b>QUANTITY</b> ordered.	
advice	Advice code used to furnish information regarding the item to the source of supply (e.g., “do not substitute”.)	1

## **USER ACTIVITIES - INITIATE STANDARD ITEM - 2765-1**

<b>FIELD</b>	<b>DESCRIPTION</b>	<b>HELP</b>
67-80	69: installation code. (Default; non-modifiable) 71: condition code. (Default; modifiable)	1 for condition code
item desc:	Brief description of the item.	
APPROPRIATION CODE	Code identifying the specific money accounts used for requisitioning. (The appropriation code suffix automatically appears on screen.) After you enter this code, the Additional Information screen appears (see Section 5.1 for screen details).	

- After you have completed the 2765-1 and the Additional Information screen and checked your information, press **2** for selections on saving and/or submitting the requisition.
- Respond to the directions at the bottom of the screen.



**NOTE: If you choose to send the requisition (using **2**), MAPS assigns a document number at this point and displays it at the bottom of the screen.**

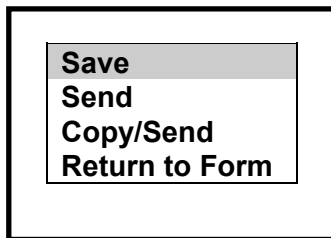
### **4.1.2 2765-1 Form Function Keys**

At the top of the 2765-1 form there are several options available to assist you in completing the form:

#### **F1-1 HELP F1-2 DOCUMENT F1-3 OPTIONAL F1-4 CATALOG F1-0 EXIT**

**F1-1 HELP ( 1 )** - This selection, if available, provides you with a pop-up window containing valid values for the current data entry field.

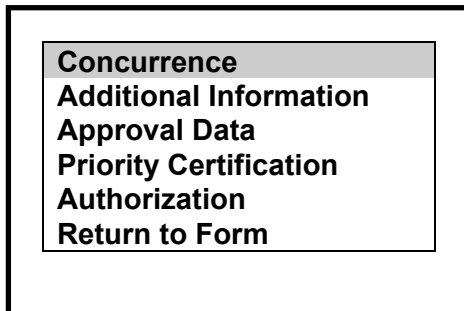
**F1-2 DOCUMENT ( 2 )** - This selection gives you a pull-down menu containing the following options (all but the final option save the requisition):



A screenshot of a pull-down menu for the 'F1-2 DOCUMENT' function. The menu is displayed within a rectangular frame. It contains four options: 'Save', 'Send', 'Copy/Send', and 'Return to Form'. The 'Save' option is highlighted with a grey background.

- Saves the document to the Unsubmitted Queue for you to send at a later time.
- Sends (or submits) the document when data entry is completed.
- Submits the document and saves a template copy of it in the Unsubmitted Queue.
- Returns the cursor to where you were on the 2765-1.

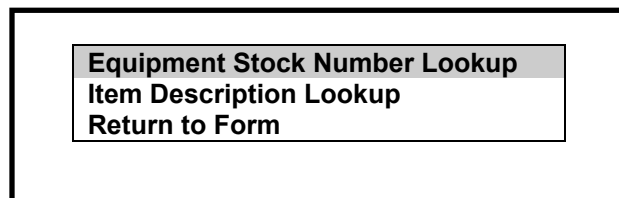
**F1-3 OPTIONAL ( 3 )** (See Section 5 for a detailed description of these screens.)



A screenshot of a pull-down menu for the 'F1-3 OPTIONAL' function. The menu is displayed within a rectangular frame. It contains six options: 'Concurrence', 'Additional Information', 'Approval Data', 'Priority Certification', 'Authorization', and 'Return to Form'. The 'Concurrence' option is highlighted with a grey background.

- Select from a list of all concurrences available in MAPS.
- Enter detailed information about the item.
- Enter information to support concurrence requirements (e.g., CAPR).
- Enter justification for a high priority (relevant if number is less than 11).
- Fill in TDA para and TDA line for non-expendable buys.
- Returns you to the 2765-1.

**F1-4 CATALOG ( 4 )** - The Catalog menu contains the following selections:



A screenshot of a pull-down menu for the 'F1-4 CATALOG' function. The menu is displayed within a rectangular frame. It contains three options: 'Equipment Stock Number Lookup', 'Item Description Lookup', and 'Return to Form'. The 'Equipment Stock Number Lookup' option is highlighted with a grey background.

- Search for specific item (if stock number is known).
- Search for list of items based on short description.
- Returns you to the 2765-1.

**Equipment Stock Number Lookup** prompts you for a stock number at the following screen:

**EQUIPMENT STOCK NUMBER LOOKUP**  
**F1-2 SELECT    F1-3 ADDITIONAL INFO    F1-0 EXIT**  
  
**Please enter an equipment stock number to search for: \_\_\_\_\_**  
  
**Short description:**  
**Unit Price:**  
**Unit of Issue:**

- Type the stock number, then press  $\leftrightarrow$ . The three fields on the screen will then fill with data, if found. If you need additional information on the item, press **3** (see Section 5.1 for a description of the Additional Information screen). Press **2** to place the stock number item data into the 2765-1 form.

**Item Description Lookup** prompts you for a short description on which to base the search.



**NOTE: You are not required to type an entire word for your search. If you type even a single letter, a list of items beginning with that letter will be displayed.**

- Type the description and press  $\leftrightarrow$ .

The Short Description Lookup screen will then display.

**SHORT DESCRIPTION LOOKUP**  
**F1-3 ADDITIONAL INFO    F1-0 EXIT**  
  

Stock Number	Short Description	Unit of Issue	Unit Price	Manager Code
0BFR01166067	CABLE	EA	35.00	
0BFR01434006	CABLE	EA	27.00	
0BFR01433003	CABLE	EA	15.00	

  
**Item number 1 out of 3 in the list.**

- Highlight the stock number and press ↔ to place the data on the 2765-1 form or use the following function keys:

**F1 3 - ADDITIONAL INFO ( 3)** (See Section 5.1 for information on the Additional Information screen.)

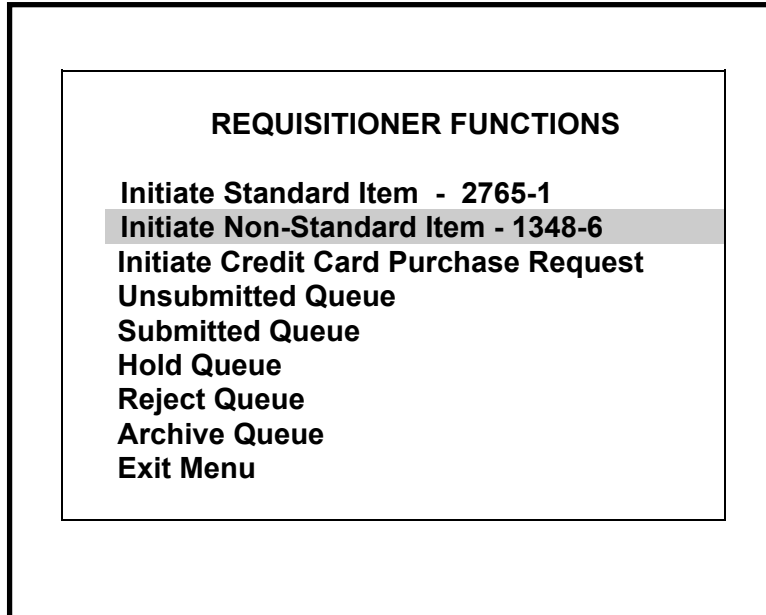
**F1-0 EXIT ( 0)** - Returns you to the 2765-1 form without making a selection.

**F1 0-EXIT ( 0)** - When you make this selection, the following message appears on the bottom of the screen:

**Do you wish to EXIT without SAVE, present work will be lost (press y or n)**

- Press **Ψ** to exit the current 2765-1 form without saving any of the data entered.
- Press **V** if you decide to continue with the 2765-1 form.

## **4.2 INITIATE NONSTANDARD ITEM - 1348-6**

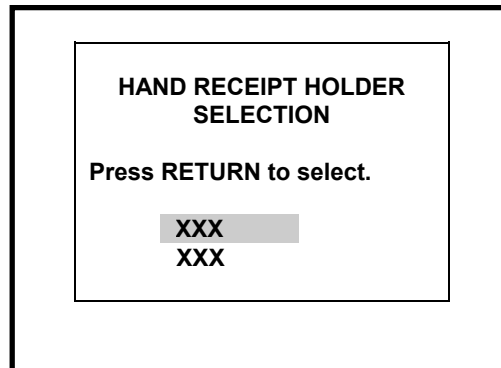


**REQUISITIONER FUNCTIONS**

- Initiate Standard Item - 2765-1
- Initiate Non-Standard Item - 1348-6**
- Initiate Credit Card Purchase Request
- Unsubmitted Queue
- Submitted Queue
- Hold Queue
- Reject Queue
- Archive Queue
- Exit Menu

- To create a requisition for a nonstandard item, highlight **Initiate Nonstandard Item 1348-6** from the Requisitioner Functions menu, then press  $\leftarrow\rightarrow$ .

If you have more than one hand receipt holder, the following option box appears:



**HAND RECEIPT HOLDER  
SELECTION**

Press RETURN to select.

XXX  
XXX

- Highlight the desired hand receipt holder, then press  $\leftarrow\rightarrow$ .

Once you choose your hand receipt holder, if you have more than one cost center, a similar window, the Cost Center Selection box, displays, prompting you to select a cost center.

## USER ACTIVITIES - INITIATE NONSTANDARD ITEM - 1348-6

- Highlight the desired cost center, then press ↔.

The following DD Form 1348-6 will appear:

DD FORM 1348-6																			
F1-1 HELP				F1-2 DOCUMENT				F1-3 OPTIONAL				F1-4 CATALOG				F1-0 EXIT			
doc ident Z0		route ident B54		m&s		stock number _____						UNIT OF ISSUE _____		QUANTITY _____		document_number			
DEMAND CODE R		SUPPLEMENTARY ADDRESS _____				SIGNAL CODE A		FUND CODE _____		distribution code D10		project code _____		PRI 11		required del date / /		advice code _____	
67	68	69	70	71	72	73	74	75	76	77	78	79	80	MANUFACTURER PART NO _____					
man. catalog no _____						catalog date / /						MANUFACTURER NAME _____							
ITEM NAME _____				UNIT PRICE \$0.00				total price , .				FUND CITE XXXXXXXX.XXX.XXXX							
initiator Morris, Chris. (732) 555-5555 XXX XXXX												APPROPRIATION CODE XXXXXX							



**NOTE:** Remember to check the status line at the bottom of the screen, since the messages will vary depending on which field you are on.

### 4.2.1 Using the 1348-6 Form

The fields on the form and help keys available are indicated below. See Section 4.2.2 for an explanation of the function keys available for the 1348-6.

## USER ACTIVITIES - INITIATE NONSTANDARD ITEM - 1348-6

- Enter information at the fields with underscores; the remaining fields are non-modifiable.

FIELD	DESCRIPTION	HELP
doc ident	System-generated, unique document identifier. (Default; non-modifiable)	
route ident	Code used to identify the installation using MAPS. (Default; non-modifiable)	
m&s	Media and Status Code, assigned by Cataloging after the requisition is submitted. (Non-modifiable)	
stock number	Alphanumeric number used to identify the item.	4 for catalog lookup; or, as a shortcut, press 7 for item description lookup or 8 for stock number lookup
UNIT OF ISSUE	Code indicating the smallest unit of an item that can be requisitioned (e.g., "EA" for each). If the item is cataloged, this field is and non-modifiable. <b>(Required)</b>	1
QUANTITY	Total number of the item to be ordered. <b>(Required)</b>	
document_number	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC the document submittal Julian date, and the document serial number. MAPS-assigned when the requisition is submitted. (Non-modifiable)	



<b>FIELD</b>	<b>DESCRIPTION</b>	<b>HELP</b>
DEMAND CODE	Code indicating the demand for the item (e.g., the default “R” represents recurring demand.) (Default; modifiable) <b>(Required)</b>	1
SUPPLEMENTARY ADDRESS	Job Order Account Number (JOAN). <b>(Required)</b>	
SIGNAL CODE	Code used to identify who gets billed for the item and where the item will be shipped. (Default; modifiable) <b>(Required)</b>	1
FUND CODE	Code used to identify the fund appropriation. <b>(Required)</b>	1
distribution code	Identifies the distribution point for the requisitioned item. (Default; non-modifiable)	
project code	Identifies a specific project an item is requisitioned for.	
PRI	Priority code for the item (01 through 15, with 01 being the most important). If you revise the priority to be a number less than the default of 11, then the Priority Certification screen appears (see Section 5.9 for information on this screen). <b>(Required)</b>	1
required del date	Required delivery date for the item.	
advice code	Code used to furnish information regarding the item to the source of supply (e.g., “do not substitute”). (Non-modifiable)	1
67-80	69: installation code. (Default; non-modifiable) 71: condition code. (Default; modifiable)	1 for condition code
MANUFACTURER PART NO	Manufacturer part number for the item. Automatically displays when a cataloged stock number is entered. <b>(Required)</b>	

**USER ACTIVITIES - INITIATE NONSTANDARD ITEM - 1348-6**

<b>FIELD</b>	<b>DESCRIPTION</b>	<b>HELP</b>
man. catalog no	Manufacturer catalog number of the vendor used to identify the requisition.	
catalog date	Manufacturer's catalog date.	
MANUFACTURER NAME	Manufacturer's name. <b>(Required)</b>	
ITEM NAME	Generic description of the item. Automatically displays when a cataloged stock number is entered. <b>(Required)</b>	
UNIT PRICE	The price for each unit of the item. (You may update an existing unit price for a cataloged item.) <b>(Required)</b>	
total price	Automatically calculated based on the <b>UNIT PRICE</b> times the <b>QUANTITY</b> .	
FUND CITE	Identification of the funding source for the requisition. (Default; modifiable) <b>(Required)</b>	
initiator	Your name, phone number, hand receipt holder, and cost center. (Non-modifiable)	
APPROPRIATION CODE	Code identifying the specific money accounts used for requisitioning. (The appropriation code suffix automatically appears on screen.) After you enter this code, the Additional Information screen appears (see Section 5.1 for screen details). Next, the Recommended Sources screen displays. (See Section 5.10) <b>(Required)</b>	

- After you have completed the 1348-6, the Additional Information screen, and the Recommended Sources screen, and checked your information, press **2** for selections on saving and/or submitting the requisition.
- Respond to the directions at the bottom of the screen.



**NOTE: If you choose to send the requisition (using **2**), MAPS assigns a document number at this point and displays it at the bottom of the screen.**

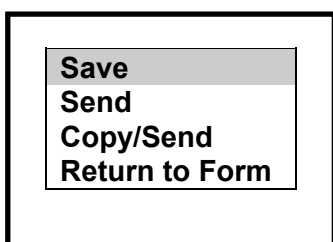
## **4.2.2 1348-6 Form Function Keys**

At the top of the 1348-6 there are several options available to assist you in completing the form:

**F1-1 HELP F1-2 DOCUMENT F1-3 OPTIONAL F1-4 CATALOG F1-0 EXIT**

**F1-1 HELP ( 1)** - This selection, if available, provides you with a pop-up window containing valid values for the current data entry field.

**F1-2 DOCUMENT ( 2)** - This selection gives you a pull-down menu containing the following options (all but the final option save the requisition):



- Saves the document to the Unsubmitted Queue for you to send at a later time.
- Sends (or submits) the document when data entry is completed.
- Submits the document and saves a template copy of it in the Unsubmitted Queue.
- Returns the cursor to where you were on the 1348-6.

**F1-3 OPTIONAL ( 3 )** (See Section 5 for a detailed description of these screens.)

<b>Concurrence</b>
<b>Additional Information</b>
<b>Approval Data</b>
<b>Priority Certification</b>
<b>Recommended Source</b>
<b>Sole Source Justification</b>
<b>Authorization</b>
<b>Return to Form</b>

- Select from a list of all concurrences available in MAPS.
- Enter detailed information about the item.
- Enter information to support concurrence requirements (e.g., CAPR).
- Enter justification for a high priority (relevant if number is less than 11).
- Enter supplier information.
- Applicable if only one source is entered and the price exceeds \$2500.
- Fill in TDA para and TDA line for non-expendable buys.
- Returns you to the 1348-6.

**F1-4 CATALOG ( 4 )** - The Catalog menu contains the following selections:

<b>Equipment Stock Number Lookup</b>
<b>Item Description Lookup</b>
<b>Return to Form</b>

- Search for specific catalog item (if stock number is known).
- Search for list of catalog items based on short description.
- Returns you to the 1348-6.

**Equipment Stock Number Lookup** prompts you for a stock number at the following screen:

<table border="1"><tr><td><b>EQUIPMENT STOCK NUMBER LOOKUP</b></td></tr><tr><td><b>F1-2 SELECT    F1-3 ADDITIONAL INFO    F1-0 EXIT</b></td></tr><tr><td><b>Please enter an equipment stock number to search for: _____</b></td></tr><tr><td><b>Short description:</b></td></tr><tr><td><b>Unit Price:</b></td></tr><tr><td><b>Unit of Issue:</b></td></tr></table>	<b>EQUIPMENT STOCK NUMBER LOOKUP</b>	<b>F1-2 SELECT    F1-3 ADDITIONAL INFO    F1-0 EXIT</b>	<b>Please enter an equipment stock number to search for: _____</b>	<b>Short description:</b>	<b>Unit Price:</b>	<b>Unit of Issue:</b>
<b>EQUIPMENT STOCK NUMBER LOOKUP</b>						
<b>F1-2 SELECT    F1-3 ADDITIONAL INFO    F1-0 EXIT</b>						
<b>Please enter an equipment stock number to search for: _____</b>						
<b>Short description:</b>						
<b>Unit Price:</b>						
<b>Unit of Issue:</b>						

- Type the stock number, then press  $\leftrightarrow$ . The three fields on the screen will then fill with cataloged data. If you need additional information on the item, press **3** (see Section 5.1 for a description of this screen). Press **2** to place the stock number item data into the 1348-6 form.

**Item Description Lookup** prompts you for a short description on which to base the search.



**NOTE: You are not required to type an entire word for your search. If you type even a single letter, a list of items beginning with that letter will be displayed.**

- Type the description and press  $\leftrightarrow$ .

The Short Description Lookup screen will then display:

SHORT DESCRIPTION LOOKUP				
F1-3 ADDITIONAL INFO			F1-0 EXIT	
Stock number	Short Description	Unit of Issue	Unit Price	Manager Code
0BFR01166067	CABLE	EA	35.00	
0BFR01434006	CABLE	EA	27.00	
0BFR01433003	CABLE	EA	15.00	

Item number 1 out of 3 in the list.

- Highlight the stock number and press  $\leftrightarrow$  to place the data in the 1348-1 screen or use the following function keys:

**F1-3 ADDITIONAL INFO ( 3 )** (See Section 5.1 for information on the Additional Information screen.)

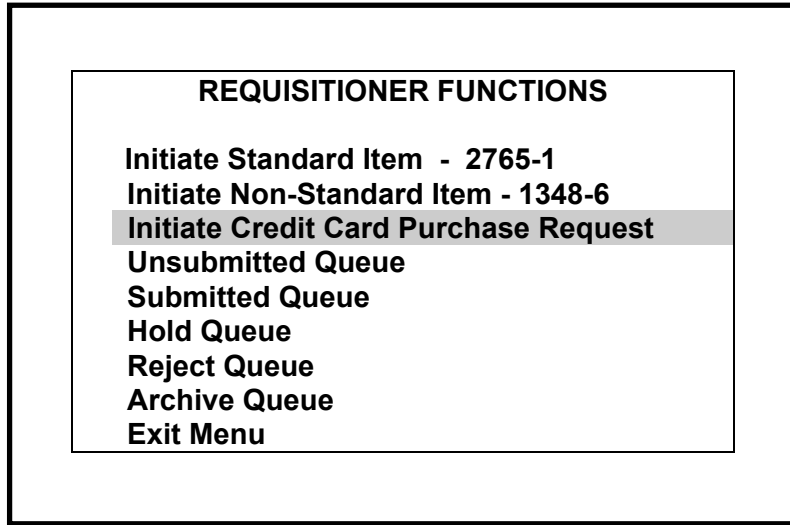
**F1-0 EXIT ( 0 )** - Returns you to the 1348-6 form without making a selection.

**F1-0 EXIT ( 0)** - When you make this selection, the following message appears on the bottom of the screen:

**Do you wish to EXIT without SAVE, present work will be lost (press y or n)**

- Press **ψ** to exit the current 1348-6 form without saving any of the data entered.
- Press **V** if you decide to continue with the 1348-6 form.

### 4.3 INITIATE CREDIT CARD PURCHASE REQUEST

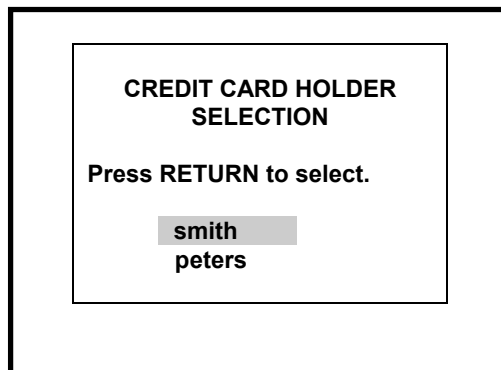


**REQUISITIONER FUNCTIONS**

- Initiate Standard Item - 2765-1
- Initiate Non-Standard Item - 1348-6
- Initiate Credit Card Purchase Request**
- Unsubmitted Queue
- Submitted Queue
- Hold Queue
- Reject Queue
- Archive Queue
- Exit Menu

- To initiate a credit card purchase request, highlight **Initiate Credit Card Purchase Request** from the Requisitioner Functions menu, then press **↔**.

If you have more than one credit card holder, the following option box appears:



**CREDIT CARD HOLDER SELECTION**

Press RETURN to select.

- smith**
- peters

- Highlight the desired credit card holder, then press **↔**.

Once you choose your credit card holder, if you have more than one cost center, a similar window, the Cost Center Selection box, displays, prompting you to select a cost center.

- Highlight the desired cost center, then press **↔**.

## USER ACTIVITIES - INITIATE CREDIT CARD PURCHASE REQUEST

The following Credit Card Purchase Request form appears:

CREDIT CARD PURCHASE REQUEST							
F1-1	HELP	F1-2	DOCUMENT	F1-3	OPTIONAL	F1-0	EXIT
Item#	part number	item description		qty	unit price	total price	
1	_____	_____		_____	_____		
2	_____	_____		_____	_____		
3	_____	_____		_____	_____		
4	_____	_____		_____	_____		
5	_____	_____		_____	_____		
document_number		JOAN NUMBER		EOR CODE		capr/functional approval #	
_____		_____		_____		_____	
received / /				shipping/handling \$0.00			
requisitioner: Jackson, Joseph . (732) 555-2948 SELFM-DL-PR-C JACZZ				credit card holder: Smith, Karen . (732) 555-2020 SELFM-DL-PR-C		grand total 0.00	
APPROVING OFFICIAL'S VALIDATION OF THIS DOCUMENT CERTIFIES THAT A BONAFIDE NEED EXISTS, FUNDS ARE AVAILABLE AND NECESSARY APPROVALS ARE ON FILE.							

Enter item part number.



**NOTE:** Remember to check the status line at the bottom of the screen, since the messages will vary depending on which field you are on.

### 4.3.1 Using the Credit Card Purchase Request Form

The fields on the form and help keys available are indicated below. See Section 4.3.2 for an explanation of the function keys available for the Credit Card Purchase Request.



## **USER ACTIVITIES - INITIATE CREDIT CARD PURCHASE REQUEST**

- Enter information at the fields with underscores; the remaining fields are non-modifiable.

<b>FIELD</b>	<b>DESCRIPTION</b>
item#	Item number in the sequence of items on the order request. Up to 10 items may be requested per form. (Non-modifiable)
part number	Part number of the item to be purchased. Since only four items display on screen at one time, press ' at the <b>part number</b> field of the fourth item on the screen to display the next item.
item description	Description of the item requested. You may enter up to 40 characters at this field. A > indicates that there is more information on this line. To view more characters, press ♣P to move three characters to the right; press ♣λ to move three characters to the left. <b>(Required)</b>
qty	Quantity of each item to be ordered. <b>(Required)</b>
unit price	The price for each unit of the item. (You may update an existing <b>unit price</b> .) <b>(Required)</b>
total price	Automatically calculated based on the <b>unit price</b> times the <b>qty</b> (quantity). (Non-modifiable)
document_number	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number. MAPS-assigned when the requisition is submitted. (Non-modifiable)
JOAN NUMBER	Job Order Account Number (JOAN). <b>(Required)</b>
EOR CODE	Element of Resource code <b>(Required)</b>

## USER ACTIVITIES - INITIATE CREDIT CARD PURCHASE REQUEST

FIELD	DESCRIPTION
CAPR/functional approval #	Capability Requirements number. After you exit this field, the Credit Card Additional Information screen displays (see Section 5.4 for screen details. Next, the Recommended Sources screen displays. (see Section 5.10.)
received	To be entered at the Approved Orders Queue when the credit card holder receives the item. (Non-modifiable)
shipping/handling	Shipping and handling charges associated with the order. This amount is added to the <b>total price</b> to create the <b>grand total</b> .
requisitioner	Your name, phone number, address and cost center. (Non-modifiable)
credit card holder	Name, phone number and address of your credit card holder. (Non-modifiable)
grand total	Total of all of the items requisitioned. (Grand total of the <b>total price</b> column plus the <b>shipping/handling</b> amount)

- After you have completed the Credit Card Purchase Request Form, the Credit Card Additional Information screen and the Recommended Sources screen and checked your information, press **2** for selections on saving and/or submitting the requisition.
- Respond to the directions at the bottom of the screen.



**NOTE:** If you choose to send the requisition (through **2**), MAPS assigns a document number at this point and displays it at the bottom of the screen.

### **4.3.2 Credit Card Purchase Request Function Keys**

At the top of the Credit Card Purchase Request form there are several options available to assist you in completing the form:

#### **F1-1 HELP F1-2 DOCUMENT F1-3 OPTIONAL F1-0 EXIT**

**F1-1 HELP ( 1 )** - This selection, if available, provides you with a pop-up window containing valid values for the current data entry field.

**F1-2 DOCUMENT ( 2 )** - This selection gives you a pull-down menu containing the following options (all but the final option save the requisition):

<b>Save</b>
<b>Send</b>
<b>Copy/Send</b>
<b>Return to Form</b>

- Saves the document to the Unsubmitted Queue for you to send at a later time.
- Sends (or submits) the document when data entry is completed.
- Submits the document and saves a template copy of it in the Unsubmitted Queue.
- Returns the cursor to where you were on the Credit Card Purchase Request form.

**F1-3 OPTIONAL ( 3 )** (See Section 5 for a detailed description of these screens.)

<b>Additional Information</b>
<b>Approval Data</b>
<b>Recommended Source</b>
<b>Authorization</b>
<b>Fair &amp; Reasonable Price</b>
<b>Dissolve Set-Aside</b>
<b>Return to Form</b>

- Enter detailed information about the item.
- Enter information to support requirements (e.g., CAPR).
- Enter supplier information.
- Fill in TDA para and TDA line for non-expendable buys.
- Place a checkmark indicating the basis for the price.
- Place a checkmark to indicate why not selecting a small business.
- Returns you to the Credit Card Purchase Request Form.

## 4.4 UNSUBMITTED QUEUE

**REQUISITIONER FUNCTIONS**

Initiate Standard Item - 2765-1  
Initiate Non-Standard Item - 1348-6  
Initiate Credit Card Purchase Request  
**Unsubmitted Queue**  
Submitted Queue  
Hold Queue  
Reject Queue  
Archive Queue  
Exit Menu

The Unsubmitted Queue lists requisitions that have been saved, but not yet sent (submitted) for approvals. (MAPS does not assign a document number until the requisition is submitted.) In addition to reviewing, you can edit, group, ungroup, send a group, and delete requisitions within this queue.

- To review requisitions within your Unsubmitted Queue, highlight this option from the Requisitioner Functions menu and press ↔.

The Unsubmitted Queue screen displays as follows (if there are no requisitions in this queue, a message displays prompting you to press ⊞ to return to the menu). See Section 4.4.2 for an explanation of the function keys available for the Unsubmitted Queue.

REQUISITIONER UNSUBMITTED REQUISITIONS QUEUE							
F1-1 HELP		F1-3 MARK	F1-4 SPECIAL	F1-5 MESSAGES		F1-0 EXIT	
DESCRIPTION	PRI	EQUIP STOCK #	QTY	GROUP	HRH/CCH	CCID	M
PRINTER**	NA	0BFR01535860	00001		XXXX	XXXXX	
CABLE	02	0BFR01757399	00003		XXXX	XXXXX	
Document # 1 out of 2							

This screen includes the following columnar data about individual requisitions:

<b>FIELD</b>	<b>DESCRIPTION</b>
DESCRIPTION	Description of the item (based on item name field on the requisition). (See note)
PRI	Priority code for the item (01 through 15, with 01 being the most important) assigned during requisition creation. This field is not applicable for credit card orders.
EQUIP STOCK #	Stock number of the item (based on the stock number field on the 2765-1 and 1348-6) or the part number on the Credit Card Purchase Request.
QTY	Quantity of the item (based on the quantity field on the requisition).
GROUP	Name assigned to a group of requisitions to be processed as a batch.
HRH/CCH	Identifier of the hand receipt holder or credit card holder
CCID	Cost center identifier
M (Mark)	Indicator of the requisition being tagged for inclusion within a group
Document # _ out of _	Item number your cursor is on out of the total number of requisitions in the queue.



**NOTE: For credit card purchases, which may have more than one line item, information for the first line item only is displayed in the Unsubmitted Queue. Asterisks indicate that the request has multiple line items.**

#### **4.4.1 Displaying an Unsubmitted Requisition**

You may view, add or modify any existing data on requisitions and data entry screens associated with a requisition once it is displayed from the Unsubmitted Queue. You can display a requisition in the Unsubmitted Queue by either:

- Highlighting a description listed in the queue, then pressing  $\leftrightarrow$ , or
- Typing the description and MAPS will automatically select the requisition and open the requisition screen. If more than one item has the same description, MAPS will highlight the first occurrence of the entered description. Check that the desired item is highlighted, then press  $\leftrightarrow$ .

## **USER ACTIVITIES - UNSUBMITTED QUEUE**

### **4.4.2 Unsubmitted Queue Function Keys**

The following function keys are available at the top of the Unsubmitted Queue screen:

<b>F1-1</b>	<b>F1-3</b>	<b>F1-4</b>	<b>F1-5</b>	<b>F1-0</b>
<b>HELP</b>	<b>MARK</b>	<b>SPECIAL</b>	<b>MESSAGES</b>	<b>EXIT</b>

**F1-1 HELP ( 1 )** - TBD

**F1-3 MARK ( 3 )** - Toggles on/off tag for grouping requisitions.

**F1-4 SPECIAL ( 4 )** - Accesses list of special functions. (See Section 4.4.2.1)

**F1-5 MESSAGES ( 5 )** - TBD

**F1-0 EXIT ( 0 )** - Returns you to the Requisitioner Functions menu.

#### ***4.4.2.1 Unsubmitted Queue Special Functions***

- When you are at the Unsubmitted Queue, highlight a requisition, then press **4** to bring up the Special Functions menu.

This menu enables you to delete the highlighted requisition, group marked requisitions, ungroup the current requisition, or send a group. See Section 4.4.2.2 below for rules on grouping requisitions and Section 6, Special Functions, for procedures on performing grouping, as well as the delete, functions.

<b>SPECIAL FUNCTIONS</b>	
<b>Document Number:</b>	
<b>Delete Document</b>	
<b>Group Marked Documents</b>	
<b>Ungroup Current Document</b>	
<b>Send a Group</b>	
<b>EXIT</b>	

® See Section 6.2

® See Section 6.4

® See Section 6.9

® See Section 6.8

#### ***4.4.2.2 Rules Governing the Grouping of Requisitions***

The following rules apply to grouping requisitions:

- The Group function may only be used on existing unsubmitted requisitions prior to execution of the Send function.
- A requisition group must consist of **at least two requisitions**.
- All group members must be of the same type (2765-1, 1348-6, etc.), and contain the same priority, hand receipt, credit card holder and cost center id.
- Requisition history is not maintained for a group; however, it is maintained for individual group members.
- Integrity of the established group is maintained until the non-credit card requisitions reach AMCISS. For credit card requisitions, group integrity is maintained until the group reaches the Credit Card Holder Approved Order (pc) processing point.
- Group members are individually approved at various approval processing points but the group is not sent to the next processing point until **ALL** group members have been approved.
- Groups may consist of requisitions both requiring and not requiring concurrence approval. Since group integrity must be maintained, those requisitions that do not require concurrence approval are routed and held until the requisitions requiring concurrence are approved and sent.
- Group labels, which can be up to 10 characters long, must be unique and contain only numbers, letters, or underscores.
- Group members may contain different JOAN numbers from within one cost center.
- Exceptions to the previous integrity rules include the initiator executing the Ungroup function on a specific group member, a group member being rejected by a processing point authorized to execute the Reject function, or the initiator canceling a member of a group.

## 4.5 SUBMITTED QUEUE

**REQUISITIONER FUNCTIONS**

Initiate Standard Item - 2765-1  
Initiate Non-Standard Item - 1348-6  
Initiate Credit Card Purchase Request  
Unsubmitted Queue  
**Submitted Queue**  
Hold Queue  
Reject Queue  
Archive Queue  
Exit Menu

Requisitions listed in the Submitted Queue are only for review purposes; data cannot be modified. The Submitted Queue lists requisitions that have been submitted for approvals and assigned an MAPS document number. If the document number has been changed, the previous document number displays on the bottom right corner of the screen when that requisition is highlighted. You can archive 2765-1 and 1348-6 requisitions from this queue; however, credit card orders are archived by the credit card approver from the approver's Reconciled Requisitions Queue.

- To review requisitions within your Submitted Queue, highlight this option from the Requisitioner Functions menu, then press  $\leftrightarrow$ .

The Submitted Queue screen displays as follows (if there are no requisitions in this queue, a message displays prompting you to press  $\underline{\text{D}}$  to return to the menu). See Section 4.5.2 for an explanation of the function keys available for the Submitted Queue.

REQUISITIONER SUBMITTED REQUISITIONS QUEUE									
F1-1 HELP	F1-2 ARCHIVE	F1-3 MARK	F1-4 SPECIAL	F1-5 MESSAGES	F1-0 EXIT				
DOC NO	PRI	DESC	EQUIP STOCK #	QTY	GROUP	DAYS	PROC	STA	M
W81GHD71650802	NA	MODEM**	0BFR01166748	00001		3	pp	N	
W81GHD72757991	01	TABLE	0RJSQV702939	00002		2	rq	H	
Document # 1 out of 2 in the queue.					PREV DOC #:				



This screen includes the following columnar data about individual requisitions:

<b>FIELD</b>	<b>DESCRIPTION</b>
DOC NO	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number. Document numbers for credit card requisitions end in an 800 number.
PRI	Priority code for the item (01 through 15, with 01 being the most important) assigned during requisition completion. This field is not applicable for credit card purchases.
DESC	Description of the item (based on item name field of the requisition). (See note)
EQUIP STOCK #	Stock number of the item (based on the stock number field on the 2765-1 and 1348-6) or the part number on the Credit Card Purchase Request.
QTY	Quantity of the item (based on the quantity field on the requisition).
GROUP	The group name of requisitions “packaged” together for control purposes. (This field is blank if no requisitions are grouped.)
DAYS	The number of days since the requisition was submitted.
PROC	The current processing point of the requisition location (see Processing Point Codes in Section 8).
STA	Code defining the current status attached to the requisition (e.g., if a requisition is on hold, an “H” appears in this column).
Mark (M)	Indicator used to tag requisitions for inclusion in a batch, mainly for archiving.
Document # _ out of _	Item number your cursor is on out of the total number of requisitions in the queue.
Prev Doc #	Previous document number of the requisition if the number has been changed.



**NOTE: For credit card purchases, which may have more than one line item, information for the first line item only is displayed in the Submitted Queue. Asterisks indicate that the request has multiple line items.**

#### **4.5.1 Displaying a Submitted Requisition**

## **USER ACTIVITIES - SUBMITTED QUEUE**

You may only review data on active/submitted requisitions as well as any other supporting data associated with the document number. Existing data in a submitted requisition may not be modified. You can display a requisition in the Submitted Queue by either:

- Highlighting a document number listed in the queue, then pressing ↔, or
- Typing the document number and MAPS will automatically select the requisition.

### **4.5.2 Submitted Queue Function Keys**

The following function keys are available at the top of the Submitted Queue screen:

<b>F1-1</b>	<b>F1-2</b>	<b>F1-3</b>	<b>F1-4</b>	<b>F1-5</b>	<b>F1-0</b>
<b>HELP</b>	<b>ARCHIVE</b>	<b>MARK</b>	<b>SPECIAL</b>	<b>MESSAGES</b>	<b>EXIT</b>

**F1-1 HELP ( 1 )** - TBD

**F1-2 ARCHIVE ( 2 )** - Moves the 2765-1 and 1348-6 requisition(s) that have been completed in AMCISS to the Archive Queue. (See Section 4.5.2.1 for procedures.)

**F1-3 MARK ( 3 )** - Toggles on/off tag for inclusion of requisitions within a batch to be processed simultaneously.

**F1-4 SPECIAL ( 4 )** - Access list of special functions. (See Section 4.5.2.2.)

**F1-5 MESSAGES ( 5 )** - TBD

**F1-0 EXIT ( 0 )** - Returns you to the Requisitioner Functions menu.

#### ***4.5.2.1 Archiving Requisitions***

From the Submitted Queue, you can move 2765-1 and 1348-6 requisitions that have been completed in AMCISS (currently at proc point “ai”) to the Archive Queue as follows:

- Highlight the requisition you want to archive, or
- Mark more than one requisition so they can be archived as a batch.

- Press **2** to archive the requisitions.
- The requisitions will no longer be displayed in your Submitted Queue.

**4.5.2.2 Submitted Queue Special Functions**

- When you are at the Submitted Queue, highlight a requisition, then press **4** to bring up the Special Functions menu.

This menu enables you to view the requisition history, cancel the requisition (if it has not yet been sent to AMCISS or processed by the credit card holder), or review the hold on a requisition. See Section 6, Special Functions, for procedures on performing these functions.



**NOTE: To process a requisition on hold, select the Hold Queue from the Requisitioner Functions menu.**

**SPECIAL FUNCTIONS**

Document Number: XXXXXXXXXXXXXXXX

Document History

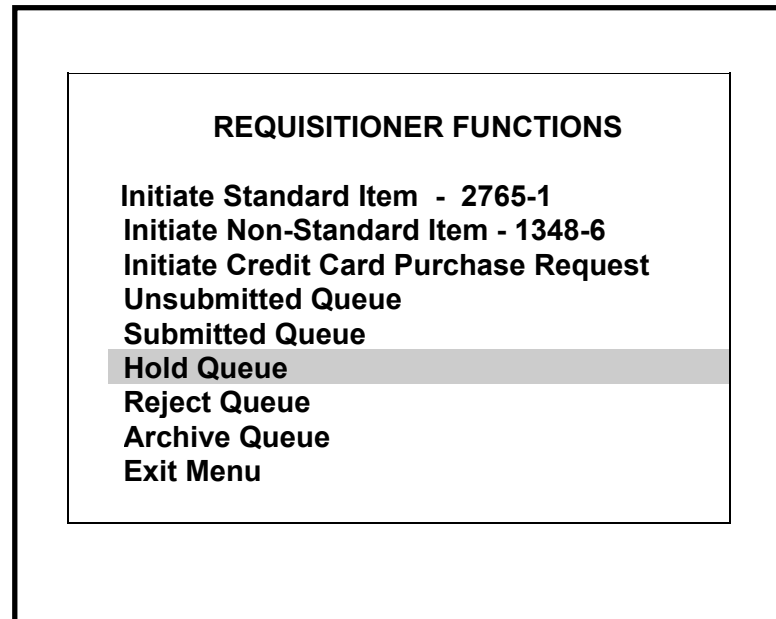
Cancel Document

Review Hold on Document

EXIT

- Ⓡ See Section 6.3
- Ⓡ See Section 6.1
- Ⓡ See Section 6.6

## **4.6 HOLD QUEUE**



The Hold Queue lists requisitions that have been placed on hold by an approval point for your review before further processing can occur. From this queue you may perform the following:

- Ungroup a requisition on hold.
- Review the hold reason for the requisition.
- Based on the hold review, either make corrections or cancel the requisition.
- Return the corrected requisition to the hold originator.



**NOTE: It is necessary to address the requisitions within this queue in a timely manner because requisitions remain on hold until you either correct the reason for the hold and the hold originator releases the requisition or you cancel the requisition.**

- To process requisitions within your Hold Queue, highlight this option from the Requisitioner Functions menu, then press **↔**.

The Hold Queue displays as follows. If the document number was changed, the previous document number displays on the bottom right corner of the screen when that requisition is highlighted. If there are no requisitions in this queue, a message appears indicating to press **⇐** to return to the Requisitioner Functions menu. See Section 4.6.3 for an explanation of the function keys available for the Hold Queue.

REQUISITIONER HOLD REQUISITIONS QUEUE									
F1-1 HELP			F1-4 SPECIAL		F1-5 MESSAGES				F1-0 EXIT
DOC NO	PRI	DESC	EQUIP STOCK #	QTY	GROUP	DAYS	PROC	STA	
W81GHD71470802	NA	MODEM**	0BFR01166748	00001		3	rq	H	
W81GHD71457991	01	TABLE	0RJSQV702939	00002		2	rq	H	
Document # 1 out of 2 in the queue.					PREV DOC #:				

The fields within this queue are as follows:

FIELD	DESCRIPTION
DOC NO	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC the document submittal Julian date, and the document serial number. All credit card requisitions end in an 800 number.
PRI	Priority code for the item (01 through 15, with 01 being the most important) assigned during requisition completion. This field is not applicable for credit card orders
DESC	Description of the item (based on item name field of the requisition). (See note)
EQUIP STOCK #	Stock number of the item (based on the stock number field on the 2765-1 and 1348-6) or the part number on the Credit Card Purchase Request.
QTY	Quantity of the item (based on the quantity field on the requisition).
GROUP	The group name of requisitions “packaged” together for control purposes. (This field is blank if none are grouped.)
DAYS	The number of days on hold.

## **USER ACTIVITIES - HOLD QUEUE**

<b>FIELD</b>	<b>DESCRIPTION</b>
PROC	The current processing point of the requisition; "rq" indicates on hold to the requisitioner (see Section 8.1 for processing point codes).
STA	Code defining the current status attached to the requisition, which, for this queue, is an "H," indicating that the requisition is on hold.
Document # _ out of _	Item number your cursor is on out of the total requisitions in the queue.
PREV DOC #	Previous document number of the requisition if the number had been changed.



**NOTE:** For credit card purchases, which may have more than one line item, information for the first line item only is displayed in the Hold Queue. Asterisks indicate that the request has multiple line items.

### **4.6.1 Processing Requisitions in Your Hold Queue**

The steps for processing requisitions in your Hold Queue are as follows:

- Highlight the document number.
- Review the hold on the requisition (via Special Functions, **4**) to determine the reason that the requisition is on hold (see Section 4.6.3.1).
- Either cancel the requisition (via Special Functions) based on the hold review or display the requisition (see Section 4.6.2) to make corrections.
- If a requisition on hold is part of a group and you want to ungroup the requisition, use the Ungroup Document on Hold function (via Special Functions).
- If you corrected the requisition, return it to the hold originator (via Special Functions).

### **4.6.2 Displaying a Requisition on Hold**

You can display a requisition on hold by either:

- Highlighting a document number listed in the queue, then pressing **↔**, or
- Typing the document number; MAPS will automatically select the requisition.

Once the requisition displays, you can modify and save the changes via **2**.

### **4.6.3 Hold Queue Function Keys**

The following function keys are available at the top of the Hold Queue screen:

<b>F1-1</b>	<b>F1-4</b>	<b>F1-5</b>	<b>F1-0</b>
<b>HELP</b>	<b>SPECIAL</b>	<b>MESSAGES</b>	<b>EXIT</b>

**F1-1 HELP ( 1 )** - TBD

**F1-4 SPECIAL ( 4 )** - Access Special Functions menu. (See Section 4.6.3.1.)

**F1-5 MESSAGES ( 5 )** - TBD

**F1-0 EXIT ( 0 )** - Returns you to the Requisitioner Functions menu.

#### ***4.6.3.1 Hold Queue Special Functions***

- When you are at the Hold Queue, highlight a requisition, then press **4** to bring up the Special Functions menu.

This menu enables you to view the requisition history, cancel the requisition, ungroup a requisition on hold, review the hold, or return a requisition to the hold originator. (See Section 6 for the procedures to perform these functions.) The Special Function menu is as follows:

**SPECIAL FUNCTIONS**

Document Number: XXXXXXXXXXXXXXX

**Document History**

Cancel Document

Ungroup Document on Hold

Review Hold on Document

Return Document to Hold Originator

EXIT

- ® See Section 6.3
- ® See Section 6.1
- ® See Section 6.10
- ® See Section 6.6
- ® See Section 6.5

## 4.7 REJECT QUEUE

**REQUISITIONER FUNCTIONS**

Initiate Standard Item - 2765-1  
Initiate Non-Standard Item - 1348-6  
Initiate Credit Card Purchase Request  
Unsubmitted Queue  
Submitted Queue  
Hold Queue  
**Reject Queue**  
Archive Queue  
Exit Menu

Although the information within this queue cannot be modified, you can view a requisition's history, review the reason for the reject, and cancel the requisition. (If there are no requisitions in this queue, a message displays prompting you to press **⇐⇒** to return to the menu.)

- To review any of your requisitions that have been rejected by authorized processing points, highlight Reject Queue from the Requisitioner Functions menu, then press **↔**. The screen will display as follows. See Section 4.7.2 for an explanation of the function keys available for the Reject Queue.

REQUISITIONER REJECTED REQUISITIONS QUEUE							
F1-1 HELP	F1-3 MARK	F1-4 SPECIAL	F1-5 MESSAGES	F1-0 EXIT			
DOC NO	PRI	DESCRIPTION	EQUIP STOCK #	QTY	GROUP	DAYS	M
W81FTJ71474832	NA	KEYBOARD**	0BFR02272333	00001		3	
W81FTJ71461677	01	CABLE	0RJSQ2840372	00003		2	
Document # 1 out of 2 in the queue.							





**NOTE: Be sure to cancel rejected requisitions, since they will remain in the Rejected Requisitions Queue until you cancel them. Funding associated with the rejected requisition will not be reallocated for further use until the requisition is canceled.**

The fields displayed on the screen are as follows:

<b>FIELD</b>	<b>DESCRIPTION</b>
DOC NO	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC the document submittal Julian date, and the document serial number. Document numbers for credit card requisitions end in an 800 number.
PRI	Priority code for the item (01 through 15, with 01 being the most important) assigned during requisition completion. This field is not applicable for credit card orders.
DESCRIPTION	Description of the item (based on item name field of the requisition). (See note)
EQUIP STOCK #	Stock number of the item (based on the stock number field on the 2765-1 and 1348-6) or the part number on the Credit Card Purchase Request.
QTY	Quantity of the item (based on the quantity field on the requisition).
GROUP	The group name of requisitions “packaged” together for control purposes. (This field is blank if none are grouped.)
DAYS	The number of days since the requisition was rejected.
UNIT PRICE	The price per unit of the item ordered.
STA	Code defining the current status attached to the requisition (e.g., if a requisition has not yet been acted upon by the current processing point, an “N” appears in this column).
Mark (M)	Indicator of a requisition tagged for inclusion in a batch to be canceled.
Document # _ out of _	Item number your cursor is on out of the total number of requisitions in the queue.



**NOTE: For credit card purchases, which may have more than one line item, information for the first line item only is displayed in the Reject Queue. Asterisks indicate that the request has multiple line items.**

### **4.7.1 Displaying a Rejected Requisition**

You can display a rejected requisition by either:

- Highlighting a document number listed in the queue, then pressing ↔, or
- Typing the document number and MAPS will automatically select the requisition.

None of the information on the displayed requisition may be changed.

### **4.7.2 Reject Queue Function Keys**

The following function keys are available at the top of the Reject Queue screen:

<b>F1-1</b>	<b>F1-3</b>	<b>F1-4</b>	<b>F1-5</b>	<b>F1-0</b>
<b>HELP</b>	<b>MARK</b>	<b>SPECIAL</b>	<b>MESSAGES</b>	<b>EXIT</b>

**F1-1 HELP ( 1) - TBD**

**F1-3 MARK ( 3) -** Places an asterisk in the “M” column, enabling you to tag a batch of requisitions for cancellation (through **4**).

**F1-4 SPECIAL ( 4) -** Access Special Functions menu. (See Section 4.7.2.1).

**F1-5 MESSAGES ( 5) - TBD**

**F1-0 EXIT ( 0) -** Returns you to the Requisitioner Functions menu.

#### ***4.7.2.1 Reject Queue Special Functions***

- When you are at the Reject Queue, highlight a requisition, then press **4** to bring up the Special Functions menu.

This menu enables you to view the requisition history, cancel the rejected requisition, or review the reason for the reject.

**SPECIAL FUNCTIONS**

**Document Number: XXXXXXXXXXXXXXXX**

**Document History**

**Cancel Document**

**Review Reject Reason**

**EXIT**

Ⓡ See Section 6.3

Ⓡ See Section 6.1

Ⓡ See Section 6.7

## 4.8 ARCHIVE QUEUE

<p style="text-align: center;"><b>REQUISITIONER FUNCTIONS</b></p> <p>Initiate Standard Item - 2765-1 Initiate Non-Standard Item - 1348-6 Initiate Credit Card Purchase Request Unsubmitted Queue Submitted Queue Hold Queue Reject Queue <b>Archive Queue</b> Exit Menu</p>
---

This queue lists only those requisitions that have been completed (archived) or canceled; none of the information is modifiable. (If there are no requisitions in this queue, a message displays prompting you to press **⇐** to return to the menu.)

- To review or copy your requisitions which have been archived, highlight the Archive Queue from the Requisitioner Functions menu, then press **↔**. The screen will display as follows. See Section 4.8.3 for an explanation of the function keys available for the Archive Queue.

REQUISITIONER ARCHIVED REQUISITIONS QUEUE						
<b>F1-1 HELP</b>			<b>F1-4 SPECIAL</b>			<b>F1-0 EXIT</b>
DOC NO	PRI	DESCRIPTION	EQUIP STOCK #	QTY	GROUP	PROC
W81FTJ71473849	NA	PRINTER**	0BFR07384999	00001		ar
W81FTJ71461938	01	CABLE	0RFR09959595	00003		ar
W81FTJ71457588	04	TABLE	OBHRU283028	00004		ar
Document # 1 out of 3 in the queue.						

The fields within the screen are as follows:

<b>FIELD</b>	<b>DESCRIPTION</b>
DOC NO	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number.
PRI	Priority code for the item (01 through 15, with 01 being the most important) assigned during requisition completion. This field is not applicable to credit card requisitions.
DESCRIPTION	Description of the item (based on item name field of the requisition). (See note)
EQUIP STOCK #	Stock number of the item (based on the stock number field on the 2765-1 and 1348-6) or the part number on the Credit Card Purchase Request.
QTY	Quantity of the item (based on the quantity field on the requisition).
GROUP	The group name of requisitions “packaged” together for control purposes. (This field is blank if none are grouped.)
PROC	The processing point of the requisition (see Section 8 for a list of processing point codes).
Document # _ out of _	Item number your cursor is on out of the total number of requisitions in the queue.



**NOTE: For credit card purchases, which may have more than one line item, information for the first line item only is displayed in the Archive Queue. Asterisks indicate that the request has multiple line items.**

### **4.8.1 Displaying an Archived Requisition**

You can display an archived requisition by either:

- Highlighting a document number listed in the queue, then pressing  $\leftrightarrow$ , or
- Typing the document number and MAPS will automatically select the requisition.

None of the information on the displayed requisition may be changed.

## **4.8.2 Copying an Archived Requisition to the Unsubmitted Queue**

You can copy data from an archived requisition to the Unsubmitted Queue to be used as a template and modified accordingly instead of reentering information. To copy an archived requisition:

- Display the archived requisition (see Section 4.8.1).
- Press **2** to access the Document menu. Highlight the **Copy to Unsubmitted Queue** option, then press **↔**.



**NOTE: The hand receipt holder, cost center id, and credit card holder will be copied from the archived document and cannot be modified.**

## **4.8.3 Archive Queue Function Keys**

The following function keys are available at the top of the Archive Queue screen:

**F1-1  
HELP**

**F1-4  
SPECIAL**

**F1-0  
EXIT**

**F1-1 HELP ( 1 ) - TBD**

**F1-4 SPECIAL ( 4 ) - Access Special Functions menu. (See Section 4.8.3.1)**

**F1-0 EXIT ( 0 ) - Returns you to the Requisitioner Functions menu.**

### ***4.8.3.1 Archive Queue Special Functions***

When you are at the Archive Queue, highlight a requisition, then press **4** to bring up the Special Functions menu. This menu enables you to view the requisition history. The Special Function menu is as follows:

<p align="center"><b>SPECIAL FUNCTIONS</b></p> <p><b>Document Number: XXXXXXXXXXXXXXXX</b></p> <p><b>Document History</b></p> <p><b>EXIT</b></p>
--

® See Section 6.3

## SECTION 5 - OPTIONAL SCREENS

Optional screens are accessible via **3** from the standard (2765-1), nonstandard (1348-6), and Credit Card Purchase Request screens. After you exit for the first time the **APPROPRIATION CODE** field (which is a required field) on the 2765-1 and the 1348-6 or the **CAPR/functional approval #** (non-required field) on the Credit Card Purchase Request, you are automatically brought to the Additional Information screen, then (with the 1348-6 and Credit Card Purchase Request only) the Recommended Sources screen displays for you to enter information. Modifications to these screens will not be updated unless the requisition is saved via **2**.

SCREEN	CALLING REQUISITION	PROCEDURES
Additional Information	2765-1, 1348-6	Section 5.1
Approval Data	2765-1, 1348-6, CC Purchase Request	Section 5.2
Authorization	2765-1, 1348-6	Section 5.3
CC Additional Information	CC Purchase Request	Section 5.4
CC Authorization	CC Purchase Request	Section 5.5
Concurrence	2765-1, 1348-6	Section 5.6
Dissolve Set-Aside	CC Purchase Request	Section 5.7
Fair & Reasonable Price	CC Purchase Request	Section 5.8
Priority Certification	2765-1, 1348-6	Section 5.9
Recommended Sources	1348-6, CC Purchase Request	Section 5.10
Sole Source Justification	1348-6	Section 5.11

**5.1 ADDITIONAL INFORMATION**

The upper portion of the screen contains catalog data which is read only (**none of this information can be modified**). The detailed description of the item is in the lower portion of the screen. You are required to enter as much data as possible about the item being ordered. Limit any data entered in this screen to descriptive item data only.

ADDITIONAL INFORMATION						
equip stock no		0BFR01166067			unit price \$35.00	
short description		CABLE			document_no	
fsc	7045	ui EA	rc Z	aac L	demil A	sub class G
sos	B16	arc X	icc 4	ricc 0	adpe 8	pmi
sic	B	ec A	ciic U	eic K	class of supply 7	mgr code
matcat	E2200	psc E				acc
description: APPLE HDI30 SCSI SYSTEM CABLE (FOR POWERBOOK)						
Press F1-0 when you are finished						

- Enter the descriptive information about the item.
- Press **0** to return to the requisition form.

The fields on the screen indicate the following information for each item:

FIELD	DESCRIPTION
equip stock no	equipment stock number
short description	Brief description (e.g., "cable")
unit price	Price per unit of the item
document_no	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number.
fsc	federal supply classification



**OPTIONAL SCREENS - ADDITIONAL INFORMATION**

<b>FIELD</b>	<b>DESCRIPTION</b>
sos	source of supply
sic	stock item code
matcat	material category
ui	unit of issue
arc	accounts requirements code
ec	essential code
psc	price signal code
rc	recoverability code
icc	inventory category code
ciic	controlled inventory item code.
aac	acquisition advice code
ricc	report item classification code
eic	expenditure id code
demil	demilitarization code
adpe	automated data processing equipment code
class of supply	code indicating one of the ten major classes of supply.
sub class	Subdivision of class of supply code
pmi	precious metal indicator
mgr code	manager code
acc	asset control code
description	Descriptive data regarding the item

## **5.2 APPROVAL DATA**

This screen enables you to include approval information for your requisition.

<b>ORDER APPROVAL DATA</b>	
approval number _____	document no _____
<b>REMARKS:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Press F1-0 when you are finished.	

- Type the Capability Requirements (CAPR) number and enter additional comments, if any, in the **REMARKS** field.
- Press **0** to return to the requisition.

### 5.3 AUTHORIZATION

The Authorization Data screen enables you to enter the Table of Distribution and Allowances (TDA) paragraph and line number for a non-expendable item.

AUTHORIZATION DATA			
stock_number short desc		document no unit_price                      \$0.00	
authorization doc type authorization doc no		iem control no date    /    /	
uic W27P08	tda para    _____	tda line    _____	
lin	loan/lease/rental	dipec no	
approved date            /    /			

Press F1-0 when you are finished.  
Enter the TDA paragraph which authorized the equipment being ordered.

- Fill in TDA paragraph (**tda para**) and TDA line (**tda line**) for non-expendable equipment buys.
- Press **0** to return to the requisition form.

The fields on the screen indicate the following information for each item:

FIELD	DESCRIPTION
stock_number	Equipment stock number, as entered on the requisition.
short desc	Brief item description (e.g., “cable”), as entered on the requisition.
document no	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number.
unit_price	Price per unit of the item, as entered on the requisition.
authorization doc type	Identifier of the document type used to establish item authorizations.

**OPTIONAL SCREENS - AUTHORIZATION**

<b>FIELD</b>	<b>DESCRIPTION</b>
authorization doc no	Number of the authorization document used to establish item authorizations
iem control no	Authorization control number assigned by the Installation Equipment Management System (IEMS) (not currently used in MAPS)
date	Date that the authorization control number is assigned (not currently used in MAPS)
uic	Unit Identifier Code
tda para	Table of Distribution and Allowances paragraph
tda line	Table of Distribution and Allowances line
lin	Line item number
loan/lease/rental	Indicates if the item is requisitioned on a temporary basis (not currently used in MAPS)
dipec no	Control number given to Defense Industrial Plant Equipment Center (DIPEC) managed items, assigned by equipment management
approved	A “y” (yes) or “n” (no) indicates if the requisition has been approved by Equipment Management
date	Equipment Management approval date

## 5.4 CREDIT CARD ADDITIONAL INFORMATION

This screen enables you to enter additional information about items being requisitioned through the credit card process. Once you enter an item number and press ♥ or ⇔, the item description (as entered on the Credit Card Purchase Request form) displays. You can then enter the property book (pb) and hand receipt holder (hrh) numbers. At a later time, the **barcode** and **serial** numbers are entered by the credit card holder, and the equipment manager enters the equipment manager directorate (emd) log number.

If a quantity of more than one is being purchased for an item, then that number of lines must be entered here. For example, as shown in the screen below, **item # 1** includes two sets of cables; each of these sets has a different property book number and hand receipt. Items #2 and 3, however, consist of a quantity of one; therefore, there is only one line of additional information for these items. It is necessary to list the items this way, since most of the columnar information, for example, the **barcode#** and **serial#**, will vary for each number of an item ordered.

<b>CREDIT CARD ADDITIONAL INFORMATION</b>						
document_no:						
item #	item desc	pb #	hrh #	barcode #	serial #	emd log #
1	PRINTER>	19	R405			
1	PRINTER>	73	R201			
2	ANTENNA	19	E101			
3	CABLE	23	T206			
vv	vvvvvvvvvv	vv	vvvvvvvv	vvvvvvvvvv	vvvvvvvvvv	vvvvvvvvvvvv

Press F1-0 when you are finished

Enter the item number.

- Enter the item number, then press ♥ or ⇔. The item description that you entered on the Credit Card Purchase Request form will automatically display in the **item desc** field. A > indicates that there are more than 10 characters of information. To view subsequent characters, press ♣P to move three characters to the right; press ♣λ to move three characters to the left.

## **OPTIONAL SCREENS - CREDIT CARD ADDITIONAL INFORMATION**

- Enter the property book number (**pb #**), then the hand receipt holder number (**hrh #**) for the item.
- You can press ' to enter information on numerous items.
- Press 0 to return to the Credit Card Purchase Request form.

## 5.5 CREDIT CARD AUTHORIZATION

This Credit Card Authorization Data screen enables you to enter the Table of Distribution and Allowances (TDA) paragraph and line number for non-expendable items requisitioned by credit card. The remaining information is entered by Equipment Management.

CREDIT CARD AUTHORIZATION DATA									
document no						uic W27P08			
itm	item desc	unit price	auth doc type	auth doc no	tda para	tda line	lin	loan leas rent	apv appv date
1		\$0.00			_____	_____			
2		\$0.00			_____	_____			
3		\$0.00			_____	_____			
4		\$0.00			_____	_____			
5		\$0.00			_____	_____			
6		\$0.00			_____	_____			
7		\$0.00			_____	_____			
8		\$0.00			_____	_____			
9		\$0.00			_____	_____			
10		\$0.00			_____	_____			

Press F1-0 when you are finished  
Enter the item number.

- Enter the TDA paragraph (**tda para**) and TDA line (**tda line**), which authorize the equipment being ordered.

## **OPTIONAL SCREENS - CREDIT CARD ADDITIONAL INFORMATION**

The fields on the screen are described as follows:

<b>FIELD</b>	<b>DESCRIPTION</b>
document no	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number.
uic	Unit Identifier Code
itm	Item number from the Credit Card Purchase Request.
item desc	Description of the item, as entered on the Credit Card Purchase Request.
unit price	Price per unit of the item, as entered on the Credit Card Purchase Request.
auth doc type	Identifier of the document type used to establish item authorizations.
auth doc no	Number of the authorization document used to establish item authorizations.
tda para	Table of Distribution and Allowances paragraph
tda line	Table of Distribution and Allowances line
lin	Line item number
loan/leas/rent	Indicates if the item is requisitioned on a temporary basis (not currently used in MAPS)
apv	A “y” (yes) or “n” (no) indicates if the requisition has been approved by Equipment Management
appv date	Equipment Management approval date, which automatically displays the date when a “y” is placed in the <b>apv</b> field

- Press **0** to return to the Credit Card Purchase Request form.



## 5.6 CONCURRENCE SCREEN

This screen lists all of the concurrences available in MAPS. You can select as many concurrences as necessary.

<b>REQUISITION CONCURRENCES</b>
Press the RETURN key to toggle the selection of a concurrence point that you want the requisition to be routed to.
document number:
Environmental/Energy Engineering and Housing Fire Chief Audio Visual Manager Communications Directorate for Corporate Information (DCI) Printing Officer Library-Subscription Publications Records Management vvv
Press F1-0 when you are finished.

- Select the applicable concurrence points by using the  $\leftrightarrow$  key.
- Press **0** to return to the requisition form.

## **5.7 DISSOLVE SET-ASIDE**

The Dissolve Set-Aside screen is used to indicate the reason that a small business set-aside is not the most efficient or cost-effective supplier of the item being requisitioned.

<p><b>1.CREDIT CARD ORDER NO:</b></p> <p><b>2.In accordance with FAR 6.302 AND 13.105, I determine that there is no reasonable expectation of obtaining competitive quotations from one or more responsible small business concerns.</b></p> <p><b>3.Therefore, this purchase may be placed with a large business firm.</b></p> <p><b>4.The determination to place this purchase with a large business is based upon: (check applicable boxes with 'X' and fill in blanks)</b></p> <p><input type="checkbox"/> <b>Delivery Schedule - Supplies and/or services are required no later than / / and no known small business concern can meet the required schedule.</b></p> <p><input type="checkbox"/> <b>Quality - Supplies and/or services supplied by known small business concerns cannot meet minimum quality specifications.</b></p> <p><input type="checkbox"/> <b>Market Price - Supplies and/or services offered by small business concerns are unreasonably high priced. Lowest small business offer \$</b></p> <p><input type="checkbox"/> <b>Availability - Supplies and/or services are not available from a small business. At least two small business concerns were contacted and affirmed that they cannot furnish the required item(s) as specified.</b></p> <p><b>The following small businesses were contacted:</b></p> <table><tr><td><b>name:</b></td><td><b>phone: ( ) -</b></td></tr><tr><td><b>name:</b></td><td><b>phone: ( ) -</b></td></tr></table> <p><input type="checkbox"/> <b>Sole Source - Only one responsible source is available and no other supplies and/or services will satisfy the requirement.</b></p> <p><b>Press F1 0 when you are finished.</b></p> <p><b>Check with an 'X' if applicable. Else leave blank.</b></p>	<b>name:</b>	<b>phone: ( ) -</b>	<b>name:</b>	<b>phone: ( ) -</b>
<b>name:</b>	<b>phone: ( ) -</b>			
<b>name:</b>	<b>phone: ( ) -</b>			

- In Paragraph 4, place an § next to the applicable reason that the purchase is not a set-aside.
- Enter the supporting information, as prompted, for whichever selection you make.
- To unselect a reason, highlight the checked item, then press ⇧. The cursor will then move to the next reason.
- Press 0 to return to the requisition form.

## **5.8 FAIR & REASONABLE PRICE**

At the Fair and Reasonable Price screen you place a checkmark next to the basis for the pricing of the item you are requisitioning.

**I hereby determine a fair and reasonable price based on (check one with 'X'):**

☐ **a. Adequate price competition (2 or more responsible offers).**

☐ **b. Established catalog price (price list, schedule or other variable record of price)**

- Catalog Number

- Page Number

- Date                      /     /

☐ **c. Established market prices of commercial items sold in substantial quantity to the general public which may be substantiated by data sources independent of the manufacturer/vendor.**

- Data Source for substantiation

- Date Substantiated                      /     /

☐ **d. Law or Regulation (State/Federal)**

- Regulatory/Statutory Cite

- State/Federal

☐ **e. Price analysis based on comparison with current prices for the same items purchased in comparable quantities, terms and conditions under a contract resulting from adequate price competition.**

**Press F1-0 when you are finished.**

- Press **ξ** next to the basis for your fair and reasonable price determination.
- Enter the supporting information, as prompted, for whichever selection you make.
- Press **0** to return to the requisition form.

## **5.9 PRIORITY CERTIFICATION**

The Priority Certification screen is used to enter information justifying a high priority for a requisition.

<b>PRIORITY CERTIFICATION</b>	
<b>document number :</b>	
<b>justification : PRI</b>	
<b>Press F1-0 when you are finished.</b>	

- Enter or update justification information for the requisition's high priority.
- Press **0** to return to the requisition form.

## 5.10 RECOMMENDED SOURCES

The Recommended Sources screen enables you to enter/update up to three possible supply sources for the item being requisitioned, with the first source listed being the primary choice. If you enter more than one source, remember that only one of these sources will be selected. With credit card requisitions, which enable you to order multiple line items, you still can only purchase from one supplier. This screen is not used to associate each item ordered with a different supplier.

RECOMMENDED SOURCES		doc no
first source		
address		
city	state	zip -
phone ( ) -	fax ( ) -	
poc		
second source		
address		
city	state	zip -
phone ( ) -	fax ( ) -	
poc		
third source		
address		
city	state	zip -
phone ( ) -	fax ( ) -	
poc		
Press F1-0 when you are finished.		
<u>Enter the name of the supplier.</u>		

- Type the supplier's name, address (press **1** for a list of state codes), and phone number. This information is required; the fax number and point of contact are optional. If you have more than one supplier to choose from, remember to enter them in order of preference.
- Press **0** to return to the requisition.

## **5.11 SOLE SOURCE JUSTIFICATION**

This screen is applicable if only one source is entered at the Recommended Sources screen and your total amount is greater than \$2,500.00. Here you enter data justifying why other sources are not included.

<b>JUSTIFICATION DATA</b>	
	document number:
	justification type: <b>SRC</b>
<b>JUSTIFICATION TEXT</b>	
Press F1-0 when you are finished.	

- Type information explaining why the requisition is for a sole-source purchase.
- Press **0** to return to the requisition.

## SECTION 6 - SPECIAL FUNCTIONS

If you press **4** while at the Unsubmitted, Submitted, Hold, Reject, or the Archive Queue, you can access special functions. The following list represents all of the special functions currently available to requisitioners. One or more of these functions can be accessed depending on which queue you are reviewing:

<b>FUNCTION</b>	<b>CALLING QUEUE</b>	<b>PROCEDURES</b>
Cancel Document	Submitted, Hold, Reject	Section 6.1
Delete Document	Unsubmitted	Section 6.2
Document History	Submitted, Hold, Reject, Archive	Section 6.3
Group Marked Documents	Unsubmitted	Section 6.4
Return Document to Hold Originator	Hold	Section 6.5
Review Hold on Document	Submitted, Hold	Section 6.6
Review Reject Reason	Reject	Section 6.7
Send a Group	Unsubmitted	Section 6.8
Ungroup Current Document	Unsubmitted	Section 6.9
Ungroup Document on Hold	Hold	Section 6.10

### **6.1 CANCELING REQUISITIONS**

You may cancel a requisition anytime before it reaches AMCISS (proc point ad) or before it is passed the credit card holder (proc point pc). Requisitions canceled in AMCISS (at proc point ca) should also be canceled in MAPS. Additionally, requisitions in the Reject Queue should be canceled to re-allocate funds. To cancel a requisition, perform the following:

- Highlight the requisition you wish to cancel, then press **4** to access the Special Functions menu. You may also tag a batch of requisitions to be canceled simultaneously by using **3** to mark them.
- Next, highlight **Cancel Document** and press **↔**. The following message will appear on the bottom of the screen:

**Do you wish to cancel document XXXXXXXXXXXXXXXX (y or n)?**

- Respond **Y** to cancel the requisition.
- When the message appears to confirm the cancellation, press **⇒** to continue.

If the requisition has not reached AMCISS or passed the credit card holder, the processing point code changes to “ac” and the requisition moves to the Archive Queue. However, if the requisition has reached AMCISS or has passed the credit card holder, the requisition remains in the queue and an error message displays on the screen.

- If you decide not to cancel the requisition, press **V** to return to whichever queue you were in.



**NOTE: Requisitions that have been canceled are removed from the Submitted Queue and are only listed in the Archive Queue.**



## **6.2 DELETING REQUISITIONS**

You can delete requisitions from the Unsubmitted Queue only. Requisitions in the Unsubmitted Queue are templates and/or copies of submitted requisitions and should be deleted when they are no longer needed. To delete a requisition, perform the following:

- Highlight the requisition you want to delete, then press **4** for the Special Functions menu.
- With Delete Document highlighted, press **↔**. The following message will then appear on the bottom of the screen:

**Do you want to delete this document? (y or n)**

- Press **Y** to delete the requisition; a message will then appear confirming that the requisition has been deleted. Press **⇒** to continue.
- Press **V** to return the Unsubmitted Queue without deleting the requisition.

## 6.3 VIEWING A REQUISITION'S HISTORY



**NOTE:** Be sure to monitor the requisition's history, especially once the requisition reaches proc point "ad". Document History is the only MAPS screen that will provide details on the status of the requisition, from initiation through closeout.

Reviewing a requisition's document history enables you to trace the movement of the requisition from one processing point or concurrence point to another. Additionally, document number and AMCISS status changes are displayed on the Document History screen. To review a requisition's history, perform the following:

- Highlight a requisition you wish to review the history for, then press **4** to access the Special Functions menu.
- Next, highlight **Document History**, then press **↔**. The screen appears as follows:

DOCUMENT HISTORY - SUMMARY				
F1-0    RETURN				
DOCUMENT NUMBER	EQUIP STOCK NO	QUANTITY	CONTRACT NO	EST. DELIVERY DATE
W81HOD71472097	6260010748483	00004		/   /
03/03/97   09:49	Document submitted by morris, (908) 555-5555 to hh, Hand Receipt Holder.			
03/04/97   11:10	Document approved after 1 day by Smith, (908) 555-3425 Document moved to ba, Budget Analyst.			

This screen provides a summary of the following information, which is non-modifiable:

<b>FIELD</b>	<b>DESCRIPTION</b>
DOCUMENT NUMBER	Unique MAPS identifier of the requisition, comprised of the default service prefix, the DODAAC, the document submittal Julian date, and the document serial number.
EQUIP STOCK NO	Stock number of the item (based on the stock number field on the 2765-1 and 1348-6) or the part number on the Credit Card Purchase Request.
QUANTITY	Quantity of the item (based on the quantity field on the requisition).
CONTRACT NO	Contract number. (TBD)
EST. DELIVERY DATE	Estimated delivery date for the item. (TBD)

Below the field information are the dates and time frames for requisition submissions, concurrences and approvals, as well as the processing points responsible for requisition movement.


- Press **0** to return to the queue.

## **6.4 GROUPING MARKED REQUISITIONS**

Requisitions can only be grouped before they are submitted and assigned a document number. Therefore, grouping must occur from the Unsubmitted Queue (see Section 4.4.2.2 for rules on grouping requisitions). Additionally, requisitions must be marked before they can become part of a group. The procedures for marking and grouping marked requisitions are as follows:

- From the Unsubmitted Queue, highlight the requisition, then press **3** to mark each requisition you want to include within the group.
- Press **4** to access the Special Functions menu.
- Next, highlight **Group Marked Documents**, then press **↔**. The following window appears as follows:

**Please enter a label in order to  
group the MARKed documents:  
(Press F1-2 when done or F1-0 to EXIT)**



**NOTE: If a requisition is already part of a group, an error message will display, indicating the group name previously assigned for the requisition.**

- Type a name for your group in the space allotted. The group name must be unique and consist of only letters, numbers and/or underscores; an error message will display if the label is already in use.
- Press **2** to group the requisitions or **0** to exit without grouping.

A message will display at the bottom of the screen indicating that the requisition grouping for your group name has been successful.

- Press **⇒** to continue.



**NOTE:** In the Unsubmitted Queue, the GROUP column will now include the group name for each member, and the group members will no longer be marked.

## **6.5 RETURNING A REQUISITION TO THE HOLD ORIGINATOR**

Once you have reviewed and/or modified the requisition in your Hold Queue, it must be returned to the processing point that requested the hold. To return the requisition to the hold originator, perform the following:

- Highlight the desired requisition in the Hold Queue, then press **4** to access the Special Functions menu.
- Highlight **Return Document to Hold Originator**, then press **↔**. This automatically changes the status from “H” (hold) to “V” (verified) and moves the requisition from this Hold Queue to the hold originator’s queue, with a message as such appearing on the bottom of the screen. The requisition will appear in your Submitted Queue with the status of “verified.”

## **6.6 REVIEWING THE HOLD REASON**

If your requisition has been placed on hold during the review process, you must review the reason for the hold (and open the requisition and make any necessary modifications) before the requisition can be moved to the next processing point. The screen below, which cannot be modified, displays the reason why the selected document number was placed on hold, as well as the name, phone number, and office symbol of the reviewer who placed the requisition on hold and who the requisition is on hold to. To review the reason why the requisition was placed on hold, perform the following:

- Highlight a requisition in the Hold Queue or a requisition with a status of “H” (hold) or “V” (verified) in the Submitted Queue, then press **4** to access the Special Functions menu.
- Highlight **Review Hold on Document**, then press **↔**. The screen appears as follows:

<b>HOLD REASON FOR</b>	
<b>DOCUMENT NUMBER : W812RYRT276391</b>	
<b>F1-1 HELP</b>	<b>F1-0 EXIT</b>
<b>FROM: smith</b>	<b>TO: clark</b>
<b>PHONE: (908) 555-5555</b>	<b>PHONE: (908) 555-4566</b>
<b>SYMBOL: SELF-M-DL-PR-C</b>	<b>SYMBOL: SELF-M-DL-PR-C</b>
<b>DATE: 03/01/97</b>	
<b>SUBJECT: Requisition for two Panasonic monitors_____</b>	
<b>Use a different JOAN for this type of equipment</b>	



**NOTE: If a highlighted requisition is not on hold, an error message will display. Press **≡** to continue.**

- Press **0** to exit.



**NOTE: It is necessary to address the requisitions within this queue in a timely manner because requisitions remain on hold until you either correct the reason for the hold and the hold originator releases the requisition or you cancel the requisition.**

## **6.7 REVIEWING THE REJECT REASON**

This screen explains why the requisition was rejected, the name, phone number and office symbol of the approver rejecting the requisition, and the requisitioner's name, address and office symbol. To review the reason why a requisition was rejected, perform the following:

- Highlight a requisition from the Reject Queue, then press **4** to access the Special Functions menu.
- Highlight Review Reject Reason, then press **↔**. The following screen, which cannot be modified, displays:

<b>REJECT REASON FOR</b>	
<b>DOCUMENT NUMBER : W812ROR2939391</b>	
<b>F1-1 HELP</b>	<b>F1-0 EXIT</b>
<b>FROM: smith</b>	<b>TO: murray</b>
<b>PHONE: (732) 555-2039</b>	<b>PHONE: (732) 555-2994</b>
<b>SYMBOL: SELFM-DL-PR-C</b>	<b>SYMBOL: SELFM-DL-PR-C</b>
<b>DATE: 04/01/96</b>	
<b>SUBJECT: Requisition for laser printer _____</b>	
<b>Funds are unavailable for new office equipment</b>	

- Press **0** to exit.



**NOTE: Be sure to cancel rejected requisitions, since they will remain in the Rejected Requisitions Queue until you cancel them. Funding associated with the rejected requisition will not be reallocated for further use until the requisition is canceled.**



## **6.8 SENDING A GROUP OF REQUISITIONS**

After grouping marked requisitions (see Section 6.4 for procedures), you can then send (submit) this group of requisitions for further approvals through this function. To send a group of requisitions to another processing point, perform the following:

- From the Unsubmitted Queue, press **4** to access the Special Functions menu.
- Highlight **Send a Group**, then press **↔**.

The following message will then appear at the bottom of the screen:

<b>Do you wish to send the [your group name] document group (y or n)?</b>
---

- Respond **Y** to send (submit) the named group of requisitions or **N** if you choose not to send the group at this time.

A message will then display that the requisitions have been submitted (with the document number assigned) and sent to the next processing point.

- You must press **⇒** to acknowledge each requisition in the group submission.

## **6.9 UNGROUPING THE CURRENT REQUISITION**

Grouped requisitions within the Unsubmitted Queue can be ungrouped one at a time prior to submission. To ungroup each requisition, perform the following:

- From the Unsubmitted Queue, highlight the requisition you wish to ungroup.
- Press **4** to access the Special Functions menu.
- Highlight **Ungroup Current Document**, then press **↔**.

The following message will then appear on the bottom of the screen:

<b>Do you wish to ungroup document number __ (y or n)?</b>
--

- Respond **Y** to ungroup the requisition or **N** if you choose not to ungroup at this time.

A message will then appear that the requisition was removed from the group.

- Press **⇒** to continue.

## **6.10 UNGROUPING REQUISITIONS ON HOLD**

Requisitions that have been submitted as part of a group may be ungrouped one at a time when placed on hold to the requisitioner.

- In the Hold Queue, highlight the requisition you wish to ungroup.
- Press **4** to access the Special Functions menu.
- Highlight **Ungroup Document on Hold**, then press **↔**.

The requisition will then be removed from the group and the group name will be deleted from the **GROUP** column in the Hold Queue for the given requisition.



SECTION 7 - COMMON FUNCTIONS

The Common Functions section (“MAPS Look\_up” selection) enables you to look up information on a requisition that has been submitted, create an MAPS memo, review MAPS help functions, and view the message of the day. (Only the MAPS lookup selection is currently available.) If you highlight **Common Functions** from the Main menu, the screen changes as follows:

WELCOME TO INITIAL MENU

EXIT

User Activities

Common Functions

MAPS Look\_up

Memo

Help

Message of the Day

MAPS Look\_up

Memo

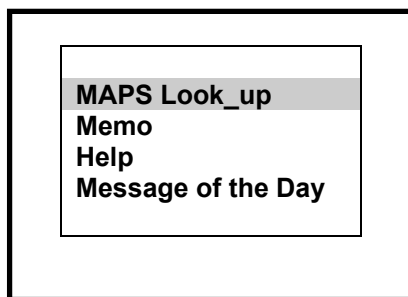
Help

Message of the Day

- Ⓡ Section 7.1
- Ⓡ Section 7.2 (TBD)
- Ⓡ Section 7.3 (TBD)
- Ⓡ Section 7.4 (TBD)

## **7.1 MAPS LOOKUP**

Anyone with access to MAPS has the ability to search for information on a requisition if they provide the document number. The information displayed cannot be modified.



- To look up information on a requisition, highlight **MAPS Look\_up** from the Common Functions menu, then press  $\leftarrow \rightarrow$ . The following window will pop up:

A screenshot of a search window. At the top, it has two function key prompts: "F1-2 SEARCH" and "F1-0 EXIT". Below these is the instruction "Please enter the document number to search:". Underneath the instruction is a grey rectangular input field. At the bottom of the window, it says "Enter Document Number."

- Enter the desired document number, then press **2**. MAPS will search for the specified requisition. When the requisition appears (see Sections 4.1, 4.2, and 4.3, respectively, for displays of the 2765-1, 1348-6 and Credit Card Purchase Request forms and a description of the fields), you can either:
  - View the requisition history (via **2**), or
  - View additional information through the Optional selection (via **3**).



**NOTE: If you enter a document number that has changed, a message appears indicating such and the requisition displays with the new document number.**

**7.2 MEMO**

TBD

**7.3 HELP**

TBD

**7.4 MESSAGE OF THE DAY**

TBD





## SECTION 8 - MAPS CODE DESCRIPTIONS

This section contains alphabetized listings of all MAPS codes and their descriptions. These codes include processing points, concurrence processing points, and status codes.

### 8.1 MAPS PROCESSING POINT CODES

The following codes identify processing points used in MAPS, indicating a requisition's routing path:

PROCESSING POINT CODES	DESCRIPTION
<b>ac</b>	Canceled in MAPS
<b><u>ad</u></b>	<a href="#">AMCISS Requisition Input Confirmation</a>
<b>ai</b>	Completed in AMCISS
<b>ap</b>	Pending AMCISS Input
<b><u>ar</u></b>	MAPS <a href="#">Archived</a>
<b>as</b>	<a href="#">Non-CCD Requisition</a> sent to AMCISS
<b>ba</b>	Budget Analyst
<b>ca</b>	Canceled in AMCISS
<b>cc</b>	Assigned to a Cataloger
<b>cn</b>	Cataloger Unassigned Queue
<b>co</b>	Concurrence Point
<b>cr</b>	Catalog Reject from AMCISS
<b>cv</b>	Credit Card Approver
<b>di</b>	Director
<b>dr</b>	Document Register
<b>ed</b>	Editor Unassigned
<b>ee</b>	Editor Assigned
<b>em</b>	Equipment Manager
<b>eq</b>	Activity Equipment Coordinator
<b>es</b>	Equipment Management Supervisor
<b><u>et</u></b>	<a href="#">Equipment Specialist A</a>
<b><u>eu</u></b>	<a href="#">Equipment Specialist B</a>
<b>ev</b>	Equipment Specialist C

## **MAPS CODE DESCRIPTIONS**

<b>PROCESSING POINT CODES</b>	<b>DESCRIPTION</b>
<b>fx</b>	Equipment Management Fix Queue
<b>hh</b>	Hand Receipt Holder
<b><u>pa</u></b>	<a href="#"><u>Credit Card Approver</u></a> - Unreconciled Requisition
<b>pc</b>	Credit Card Holder - Approved Order
<b><u>pp</u></b>	<a href="#"><u>Credit Card Requisition Pending Reconciliation</u></a>
<b><u>pr</u></b>	<a href="#"><u>Credit Card Approver - Reconciled</u></a> Requisition
<b><u>ri</u></b>	<a href="#"><u>Rejected Requisition from AMCISS</u></a>
<b><u>rq</u></b>	<a href="#"><u>Requisitioner</u></a>
<b><u>rr</u></b>	Rejected Requisition - not yet canceled
<b><u>ss</u></b>	<a href="#"><u>Supply Management Supervisor</u></a>

### **8.2 MAPS CONCURRENCE PROCESSING POINT CODES**

The following codes identify concurrence processing points defined in MAPS. Concurrence points include those individuals responsible for security, safety, engineering, and so forth.

<b>CONCURRENCE ID CODES</b>	<b>DESCRIPTION</b>
<b>en</b>	Environmental/Energy Concurrence Point
<b>he</b>	Engineering and Housing Concurrence Point
<b>hf</b>	Fire Chief Concurrence Point
<b>ia</b>	Audio Visual Equipment Concurrence Point
<b>ic</b>	Telecommunications Concurrence Point
<b>im</b>	Information Management Concurrence Point
<b>ip</b>	Print Management Concurrence Point
<b>lb</b>	Library-Subscriptions Concurrence Point
<b>li</b>	Publications Management Concurrence Point
<b>re</b>	Records Management Concurrence Point
<b>se</b>	Security Concurrence Point
<b>sf</b>	Safety Concurrence Point
<b>sm</b>	Stock Management Concurrence Point

<b>CONCURRENCE ID CODES</b>	<b>DESCRIPTION</b>
<b>tm</b>	TMDE/Calibration Management Concurrence Point

### **8.3 MAPS STATUS CODES**

The following status codes are displayed in the Status (STA) column of the various MAPS queues. These identifiers should not be confused with the Supply Status codes furnished by AMCISS.

<b>CODE</b>	<b>DEFINITION</b>
C	Requisition cleared by the current processing point
G	Requisition part of a group with a member on hold
H	Requisition placed on hold by the current processing point
N	Requisition not yet acted upon by the current processing point
P	Requisition pending complete concurrence clearance
R	Requisition on hold released by the hold originator processing point
V	Requisition reviewed by the hold destination processing point
Y	Requisition quantity partially canceled in AMCISS



## APPENDIX A - GLOSSARY

TERM	DEFINITION
aac	acquisition advice code
acc	asset control code
adpe	automated data processing equipment code
advice code	code used to furnish information regarding the item to the source of supply
AMCISS	Army Material Command Installation Supply System
APPROPRIATION CODE	code identifying the specific money accounts used for requisitioning
arc	account requirements code
CAPR	Capability Requirements
CCH	credit card holder
CCID	cost center identifier
CECOM	Communications and Electronics Command
ciic	controlled inventory item code
class of supply	code indicating one of the ten major classes of supply
COST DETAIL ACCOUNT NUMBER	account number identifying the funding source
DEMAND	code indicating the demand for the item
DEMAND CODE	code indicating the demand for the item
demil	demilitarization code
desc	description of the item
dipec no	Control number given to Defense Industrial Plant Equipment Center (DIPEC) managed items, assigned by Equipment Management
distribution code	code identifying the distribution point for the requisitioned item
doc ident	system-generated, internal requisition identifier
DOC NO	document number assigned by MAPS
document number	document number assigned by MAPS
DODAAC	Department of Defense Activity Address Code
DOL	Department of Logistics
ec	essential code

## **GLOSSARY**

<b>TERM</b>	<b>DEFINITION</b>
eic	expenditure id code
emd	equipment management directorate
EOR code	Element of Resource Code
EQUIP STOCK #	equipment stock number
expend	expendable
fsc	federal supply classification
FUND	fund code
FUND CITE	identification of the funding source for the requisition
FUND CODE	code used to identify the fund appropriation
GROUP	group of requisitions to be processed as a batch
HRH	Hand Receipt Holder
icc	inventory category code
iem control no	Authorization control number assigned by the Installation Equipment Management System (IEMS) (not currently used in MAPS)
JOAN	Job Order Account Number
LAN	Local Area Network
M (Mark)	indicator of the requisition being tagged for inclusion within a group
MAN	Metropolitan Area Network
MAPS	Material Acquisition Processing System
m&s	media and status code
matcat	material category
mgr code	manager code
non-expend	non-expendable
NSN	National Stock Number
pb	Property Book
pmi	precious metal indicator
PRI	priority code
PROC	processing point of the requisition
project code	code identifying a project an item is requisitioned for
psc	price signal code
QUANTITY	total number of an item to be ordered
rc	recoverability code
ricc	report item classification code
route ident	Routing identifier code used to identify the installation

<b>TERM</b>	<b>DEFINITION</b>
	using MAPS
rtte ident	Routing identifier code used to identify the installation using MAPS
shipping/handling	shipping and handling charges included in a credit card order
sic	stock item code
SIG	signal code
SIGNAL CODE	code used to identify who gets billed for the item
sos	source of supply
stock number	number used to identify the item
sub class	subdivision of class of supply code
SUPPL ADDRESS	supplementary address, which is the JOAN
SUPPLEMENTARY ADDRESS	Job Order Account Number (JOAN)
TBD	To Be Determined
TDA	Table of Distribution and Allowances
total price	unit price times the quantity of the item
ui	unit of issue
uic	unit identifier code
UNIT OF ISSUE	code indicating the smallest unit of an item that can be requisitioned
unit price	price per unit of the item

## NOTES

[illegible]



